DOCUMENT RESUME

ED 376 905 JC 950 012

TITLE	Centralia College Annual Report, 1993-1994.
INSTITUTION	Centralia Coll., WA.
PUB DATE	94
NOTE	134p.
PUB TYPE	Reports - Research/Technical (143)
EDRS PRICE	MF01/PC06 Plus Postage.
DESCRIPTORS	Annual Reports; Budgeting; *College Administration; *College Instruction; Community Colleges; Mission Statements; *Organizational Objectives; Staff Utilization; *Student Personnel Services; Two Year Colleges
IDENTIFIERS	Centralia College WA

ABSTRACT

This report seeks to highlight the achievements of Centralia College during 1993-94 and present the college's objectives for the future. The report is organized by area, presenting highlights, objectives accomplished, and plans for the coming year. The report opens with statements of the college's mission, goals, values, and services, and a list of 15 accomplishments for 1993-94. The section on administration highlights accomplishments in the areas of dean of administration; auxiliary services; budget; buildings and grounds; business and auxiliary services; central services; the Centralia College Foundation; college development; computer services; personnel services; and public information. The section on instruction considers accomplishments in the areas of dean of instruction; associate dean of instruction; assessment; division chairs; business division; humanities/social science division; learning resource center; life/physical science division; home and family life/early childhood education; and the East County Center. The student services section focuses on achievements in the following areas: dean of students; admission and records; counseling and career center; Educational Talent Search; financial aid and student employment; handicapped and special needs program; sports programs; student programs; and student support services. Each section enumerates goals addressed in 1993-94 and goals for 1994-95. (KP)

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CENTRALIA COLLEGE ANNUAL REPORT

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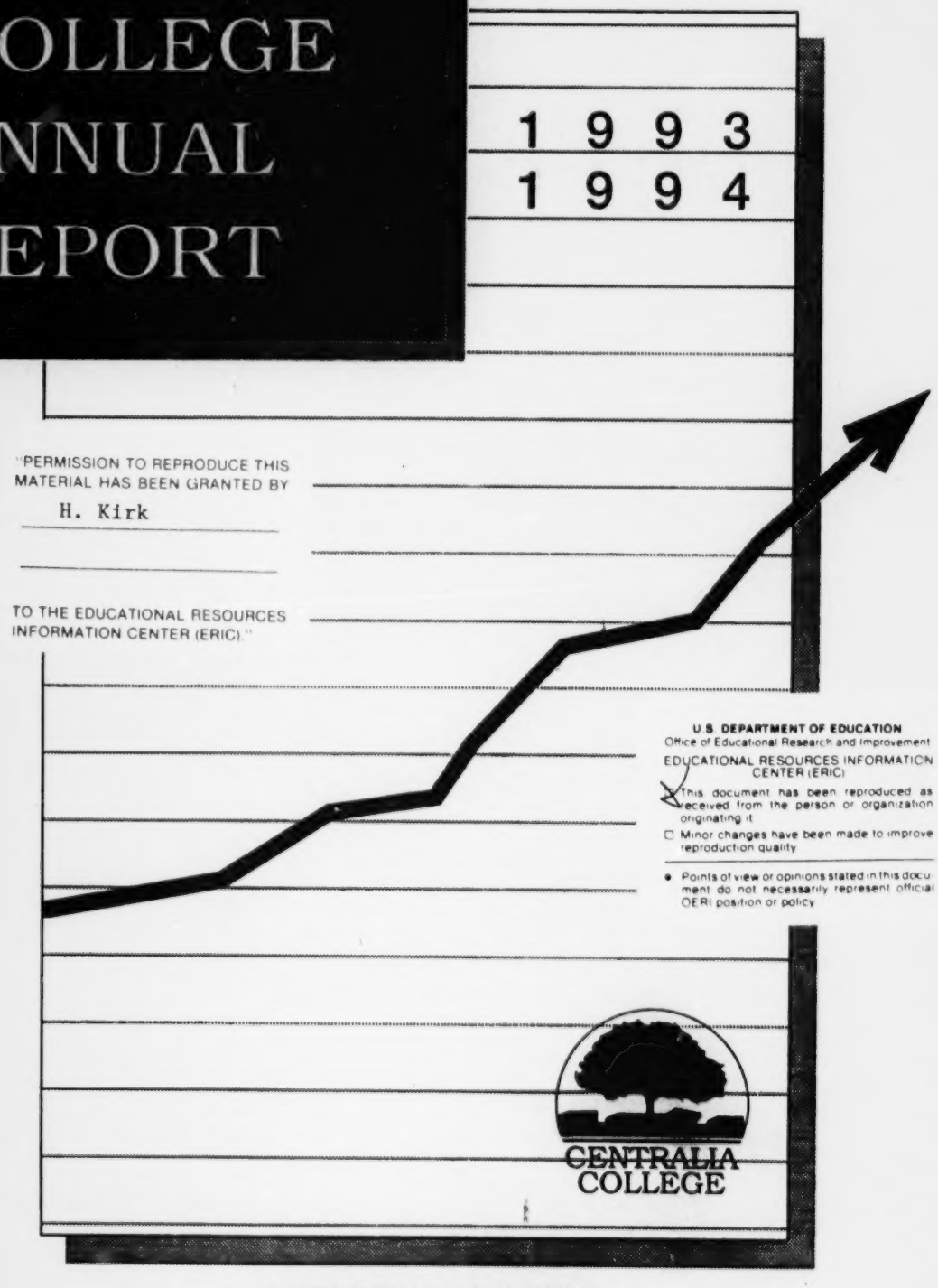

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CENTRALIA COLLEGE

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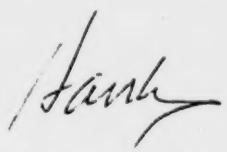
Dean of Instruction, Harold W. Taylor
Dean of Students, Blaine Nisson

INTRODUCTION

In this publication we celebrate the many noteworthy accomplishments which have been achieved at Centralia College during 1993-94. These achievements have been the result of the commitment and dedication of the faculty, staff, and administration toward the goal of assuring the success of each student that attends Centralia College.

As with any complex and dynamic organization, it is important that we assess the accomplishments of each unit of the College on a regular basis and plan for the year ahead. The purpose of this annual report, as in the past, is to highlight our achievements of last year and share our objectives for the future.

The annual report is organized by area. Within each section are highlights, objectives accomplished, and plans for next year. It has been said that "success is the progressive realization of worthy, predetermined goals." Based on that criteria, we are achieving a remarkable degree of success in the on-going operations of Centralia College, and we look forward with confidence to the challenges and opportunities of 1994-95.



Henry P. Kirk
President

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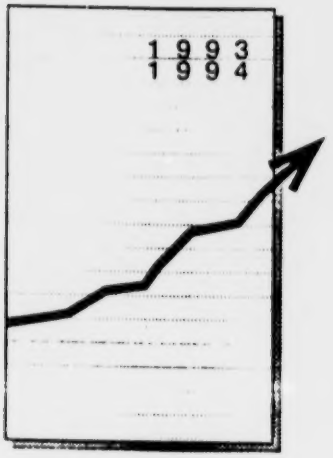
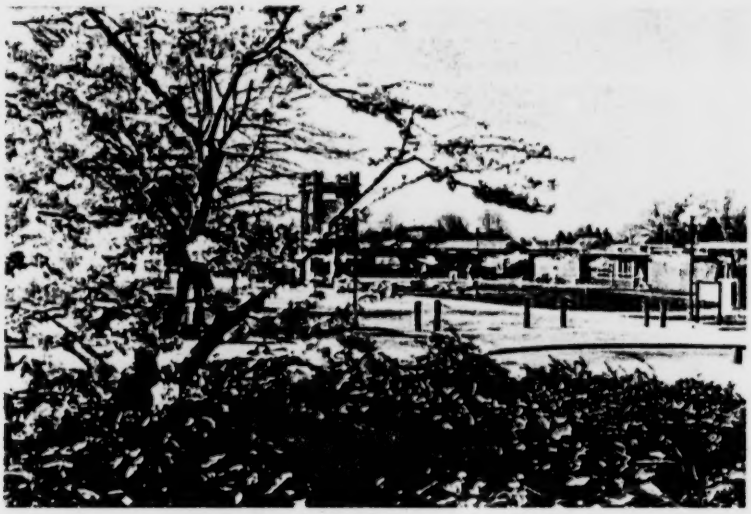
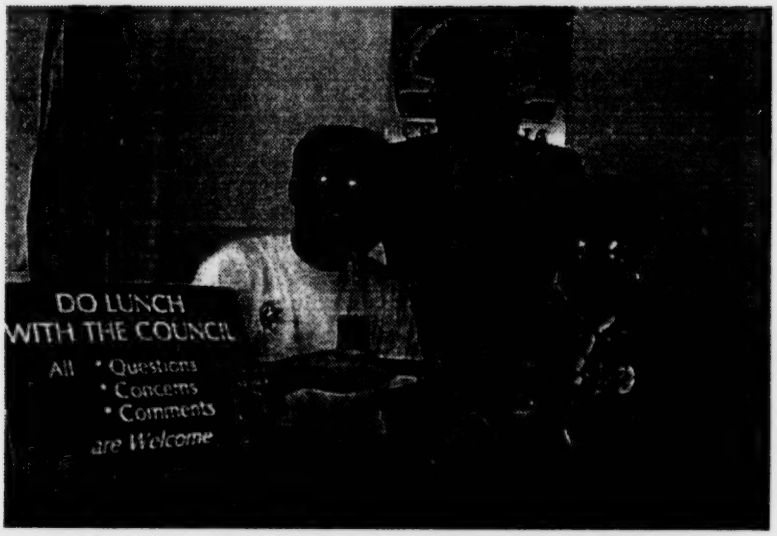


COLLEGE

. . . inviting students





. . . encouraging participation in Centralia College governance

. . . dedicating the Cornelia Van Prooyen Child Development Center

Our Mission

The mission of Centralia College is to develop individual student potential. The college is an open learning community which promotes discovery, development, and enrichment for its members and an environment in which students may realize personal growth, enhance skills, test values, and pursue options.

Our Goals

- **To maintain high standards of instruction.**
- **To meet the needs of students through effective support services.**
- **To develop educational programs in response to community needs.**
- **To support professional development of faculty and staff.**
- **To promote a positive campus environment.**
- **To provide effective administrative leadership.**

Our Values

- **Our students and our community deserve the best.**
  We expect our services to be the highest quality. We require ourselves to abide by the highest professional standards and by a code of personal and organizational independence, integrity, and objectivity.

- **Our organization should be a good place to work.**
  We demand the best of ourselves. We believe we must maintain an environment that supports innovation, creativity, reasonable and appropriate risk taking, and open and honest communications. We actively encourage the professional development of our employees.

- **We should do our work with regard for one another.**
  We recognize the interdependence of everyone who works here, and we expect ourselves to recognize and value our diversity, treat one another with respect and recognize the importance of teamwork and mutual trust.

- **We will maintain strong effective leadership.**
  We expect managers to provide leadership which supports our mission, services, goals, and values.

Our Services

Centralia College offers comprehensive programs which are responsive to technological, economic, and social change. It seeks to develop appreciation for our multicultural heritage, social responsibility and citizenship, and personal health and wellness. The college responds to the needs of the community and students it serves by providing:

- Academic courses leading to an associate degree and transfer to a four-year college or university.
- Vocational and technical courses for employment and improved job skills.
- General studies to broaden and deepen knowledge.
- Basic skill development to assure academic success.
- Cultural activities for community enrichment.
- Services and programs which facilitate student success.
- Opportunities for life-long learning.

CENTRALIA COLLEGE
HIGHLIGHTS 1993-94

- Welcomed new Dean of Administration, Stephen Ward; Interim Dean of Instruction, Harold W. "Bill" Taylor, and new Associate Dean of Instruction, John McClain.
- Activated College Council form of governance, composed of student, faculty, staff and management representatives.
- Disappearing Task Forces (DTF's) investigated and formulated recommendations regarding Sports Programs, Child Care, Microcomputer Support, Commencement Invocation/Benediction, Smoking on Campus, Campus Calendar, Mascot Logo, and the Instructional Organization.
- Developed Budget Review and Planning Committee (BRP) to continue work begun by Budget Task Force in 1992-93.
- Investigated TQM (Total Quality Management) programs.
- Provided series of communications workshops for faculty and staff with Dr. Lowell "Duke" Kuehn.
- Dedicated Cornelia Van Prooyen Child Development Center.
- Became a certified Apple Repair Facility.
- Created a Teaching Learning Center, remodeled Ehret and Kemp lecture rooms and renovated Corbet hallways.
- Implemented Audio Library (prerecorded informational messages to respond to common questions) in Admissions and Bookstore.
- Developed new instructional programs: Warehouse & Distribution Center, New Chance, and Correction Officer Training; completed Tech Prep planning and implemented Workforce Training; opened Business Resource Center in newly acquired building on campus.
- Implemented an International Student Program which admitted 15 students from several countries.
- Sports programs had a "banner" year:
  - The Lady Blazer volleyball team qualified for regional playoffs.
  - For the first time in the college's history, both the men's and women's basketball teams qualified for regional and state playoffs.
  - The men's basketball team captured third in the NWAACC State Tournament which was the best finish by a Washington State Community College.
  - Many student athletes were selected to all league teams and received special recognition.
  - Two coaches were selected for "Coach of the Year" recognition awards.
- Celebrated Centralia College involvement with the Washington Center for Improving the Quality of Undergraduate Education.
- Applied for and received a grant of $169,725 from the Washington Disability Act Pool to improve campus accessibility.

ADMINISTRATION

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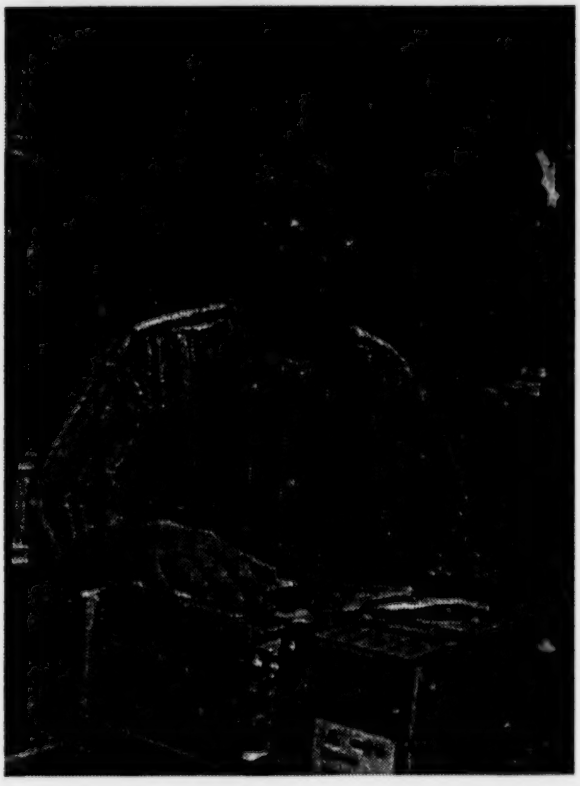
. . . repairing computers



. . . installing sprinkler systems

. . . recognizing employees who "make a difference"

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Administration

The Centralia College Administration helps the College achieve its mission by providing executive management; administrative, financial, and logistical services; as well as the facilities required to support the College educational programs and services.

Our Goals

- **To best serve the interests of our students and community.**
- **To provide high quality service.**
- **To provide a satisfying and rewarding place to work.**
- **To foster a spirit of community.**
- **To advance a positive public image.**
- **To maintain strong effective leadership.**

Our Services

The primary service of Administration is to provide the most effective and efficient leadership and management of the College. This endeavor encompasses: affirmative action, bookstore, budget preparation and reconciliation, buildings and grounds functions, business services, capital planning, central services, food services, college foundation, computer services, labor relations, personnel administration, public information, purchasing, and college development operations of the college.

ADMINISTRATION
HIGHLIGHTS IN 1993-94

- New Dean of Administration, Stephen L. Ward, hired to replace retired Dean Jack Kalmbach.
- Established the Budget Review and Planning Committee (BRP).
- Completed the TLC (Teaching Learning Center).
- Remodeled and reroofed Ehret Hall. Renovated Corbet hallways.
- Dedicated the Cornelia Van Prooyen Child Development Center.
- Acquired building for BRC (Business Resource Center).
- Expanded E-mail to all users, including East County Center and upgraded campus computers to Works 3.0.
- Completed new policies and procedures for Family and Medical Leave Act implementation, Return to Work, Wellness Release Time and Exempt Employee Exchange Time.
- Completed new baseline Affirmative Action Plan based on 1990 census data and in compliance with federal requirements, approved for form by Department of Personnel, approval by Governors Affirmative Action Policy Committee pending.
- Successfully competed the 5 year Title III Cooperative (five colleges) Grant with a 5 year written End-of-the Project Report.
- Applied and received a grant from the Washington American Disability Act Fund Pool for $169,725 to help make our campus more accessible.
- Restructured the role of the External Funding Committee in the grant application process.
- Improved MWBE (Minority and Women's Business Enterprise) participation.
- Total Grant Involvement for 1993-94: $6,393,816 (Assisted in the writing and submitting of grants totaling $4,642,975, Critiqued grants totaling $1,218,190, and the External Funding Committee processed grants totaling $532,651.)
- Actively involved in task forces reviewing Sports Programs, Child Care, Microcomputer Support, Commencement Invocation/Benediction, and Smoking on Campus.
- Revised and implemented new cash investments program. College now is reaping higher returns on cash reserves.

DEPARTMENT: DEAN OF ADMINISTRATION

The Dean of Administration reports to the College President and is a member of the President's Cabinet, the College Council, and the Management Action Council. The Dean is responsible for planning, implementation and coordination of the administrative functions and the financial operations of the college which includes: buildings and grounds functions, capital planning, personnel administration, labor relations, business services operations, purchasing, bookstore operations, budget preparation and reconciliation, central services, computer services, food services and college development operations of the college.

Functions in close coordination with or as a member of many off-campus entities such as the State Board for Community and Technical College Education, Business Affairs Commission, Washington Community College Computing Consortium, Office of Financial Management, State Auditor's Office, Department of Corrections, etc.

STAFFING: The staff of the Dean of Administration's office consists of the Dean and one full-time Administrative Assistant. The Administrative Services Division staff includes the following personnel·

- 1 Budget Analyst
- 1 Director of Facilities Operations, 1 Lead Custodian, 5 Custodians, 1 Custodian/Stage Technician, 1 Electronic Technician, 2 Maintenance Mechanics, 1 Maintenance Mechanic Assistant, and 2 Gardeners
- Central Services Supervisor and 1 full time and 2 part time Office Assistants.
- 1 Director of Business Services, 1 Cashier, 1 Payroll Technician, 3 Fiscal Technicians, 2 Accountants, 1 Buyer, 1 Bookstore Manager, 1 Retail Clerk, 1 Food Services Supervisor, 1 Check Stand Operator, and 2 part time classified
- 1 Director of Computer Services, 1 Computer Support Analyst , and 1 full-time and 1 part-time Program Assistant
- 1 Personnel Director and 1 Personnel Assistant, 2 shared secretarial positions, and 1 part-time intern
- 1 Director of College Development, 1 Secretary Senior, 1 Part-Time Office Assistant
- 1 Public Information Officer and 3/5 time Graphics Illustrator and a part-time Graphics Assistant.
- Student Employees

COMMITTEE SERVICE BY THE DEAN OF ADMINISTRATION:

In the Community College System:

- Business Affairs Commission and Human Resources Committee

On Campus:

- President's Cabinet
- College Council and Council Committees: Committee on Committees, Smoking DTF, & Structure Committee
- Management Action Council
- Budget Review and Planning Committee, Chair
- Labor Management Committee
- Buildings and Grounds Committee, Ex Officio and Parking Sub-Committee
- Safety Committee, Ex Officio

BUDGET:

Annual Operating Budgets	$1,941,384
Grants, Contracts, Etc.	364,673
Business Enterprises	781,259
Capital & RMI Budgets (1991-93)	227,924
Capital & RMI Budgets (1993-95)	1,522,317
TOTAL BUDGET	$4,837,557

ACCOMPLISHMENTS FOR 1993-94

- Updated travel prior approval form and developed justification forms to meet new requirements.
- Improved landscaping and installed drip irrigation and sprinkler systems around Kemp/Ehret/Lingreen.
- Removed oil tanks from Locust Street house, remodeled Ehret & Kemp lecture rooms, renovated Corbet hallways, installed fire escape on BRC Iron Street house, replaced concrete between gym and Administration building, and installed new steps and handicap access ramp at Gym entrance.
- Established the Budget Review and Planning Committee.
- Restructured the role of the External Funding Committee in the grant process.

DEPARTMENT: AUXILIARY SERVICES

MISSION: The mission of Auxiliary Services is to provide affordable food services, books, and supplies. The department is comprised of bookstore, and food services.

STAFFING: The staff includes 1 Bookstore Manager, 1 Retail Clerk II, 1 Part-time classified, student employees, 1 Food Services Supervisor, 1 Checkstand Operator, 1 Part-Time Food Services Worker. Auxiliary Services report to the Director of Business Services. During the absence of the Director of Business Services (March 1993 - April 1994) Auxiliary services were under the direction of the Assistant to the Dean.

BUDGET:

Bookstore Services (June 93 Year End Sales)	$634,294
Food Services(June 93 Year End Sales)	106,965
TOTAL	$741,259

ACCOMPLISHMENTS FOR 1993-94

- Food Services

1. Increased sales 20% over previous year.
2. Developed cafeteria usage guidelines.
3. Formulated a computerized drawing of standard cafeteria setup.
4. Obtained espresso machine.
5. Improved cafeteria environment by installing frosted film on kitchen windows, hanging plants in cafeteria, and installing bifold doors in vending area.
6. Kept cafeteria open for summer session.

- Bookstore

1. Increased sales 19% over previous year.
2. Cleared out old credit memos.
3. Hired American Inventory Company for annual inventory.
4. Sent congratulatory and "thank you" letters to all graduating students offering a free gift and coupons.
5. Began desensitizing all textbooks received to avoid activating alarm system in college Library.
6. Traded welding texts to Garrett Heyns in exchange for benches to be placed on campus.
7. Made use of audio-library to better inform students and community of activity and hours of college bookstore.

DEPARTMENT: BUDGET

MISSION: The mission of the Budget Office is to support the administration, faculty, and staff in all matters pertaining to the budget.

The Budget Office responds to the needs of Centralia College staff by:

- preparing the annual budget.
- monitoring expenditures.
- providing workshops for all staff.
- creating and assisting with reports; i.e. quarterly status reports.
- coordinating with Computer Services in the creation of new programs for budget preparation and expenditure monitoring.
- assisting Business Services, leading Payroll.
- accounting for Garrett Heyns Education Center's grants and contracts.

STAFFING: Budget Analyst

ACCOMPLISHMENTS FOR 1993-94

- Provided technical expertise in budget preparation.
- Managed to juggle between the duties of controller and budget analyst.

DEPARTMENT: BUILDINGS AND GROUNDS

MISSION: In support of the overall mission of Administration, the Buildings and Grounds Department at Centralia College will provide a clean, safe, comfortable campus with whatever support services needed to enhance the learning process. The responsibility of security, safety, and physical inventory control belongs to the Buildings and Grounds Department.

STAFFING: The staff of the Buildings and Grounds Department consists of the Director of Facilities Operations, one lead Custodian, five Custodians, one Custodian/Stage Technician, one Electronic Technician, two Maintenance Mechanics, one Maintenance Mechanic Assistant, and two Gardeners.

TOTAL OPERATING BUDGET 1993-94

Plant Operation and Maintenance	$132,830
Custodial & Grounds Maintenance	324,303
Buildings and Grounds Administration	140,514
TOTAL	$597,647

ACCOMPLISHMENTS FOR 1993-94

- Applied and received a grant from the Washington American Disability Act Fund Pool for $169,725 to help make our campus more accessible.
- Completed the Teaching Learning Center.
- Remodeled Ehret Science Center.

DEPARTMENT: BUSINESS SERVICES

MISSION: The mission of Business Services is to provide excellent fiscal services to the college community. The department is comprised of general accounting, cashiering, travel, accounts receivable, accounts payable, payroll and purchasing.

STAFFING: The staff includes 1 Cashier II, 1 Payroll Technician II, 3 Fiscal Technicians II, 2 Accountant I, 1 Buyer, 1 Part-time classified, student employees, and the Director of Business Services. During the absence of the Director of Business Services (March 1993 - April 1994) Business Services were under the direction of the Budget Analyst functioning as Controller.

BUDGET:

Financial Services	$ 315,743

In addition, Title III Grant funds help support a Fiscal Technician position.

ACCOMPLISHMENTS FOR 1993-94

- Financial Services

1. A procedure for monitoring SRA's was put into place by the Payroll Technician, DuAnn Kenney.
2. Instruction and Administration went together and purchased a new cash register for East County Center. Dottie Guy, Accountant, programmed it and delivered it to Morton in April.
3. Purchasing, accounts payable and accounting have worked together to clean up our OMWBE (Office of Minority and Women's Business Enterprise) reporting requirements. Began on-line pilot program accessing MWBE certified vendors by computer.
4. Managed to keep our sense of humor and sanity in a rather topsy-turvy year, with the Director of Business Services resigning.

DEPARTMENT: CENTRAL SERVICES

MISSION: In support of the overall mission of Administration, the Central Services Department at Centralia College will provide a variety of services which include: mail distribution, collection, and processing *(Mailroom)*; reproduction/duplication services and engraving *(Printroom)*; campus office supplies *(Central Stores)*; receiving and shipping; receipt/distribution of Fax's; campus parking; key distribution; equipment inventory; and maintenance of records for aforementioned services.

STAFFING: The staff of the Central Services Department consists of the Central Services Supervisor, one Office Assistant III, two Part-time Office Assistants, and three student employees.

TOTAL OPERATING BUDGET 1992-93

Central Services Office Operating Funds	$ 97,748
Central Stores Enterprise	15,000
Printshop Enterprise	25,000
TOTAL	$137,748

ACCOMPLISHMENTS FOR 1993-94

- Stenciled and painted college parking lots. New engraved parking signs were installed.
- Completed the engraving and installation of the ADA (American Disabilities Act) signage for Student Services and Gym buildings.

DEPARTMENT: CENTRALIA COLLEGE FOUNDATION

The Centralia College Foundation was established in 1982 by a group of community leaders to create a means of participation in the support of Centralia. The Foundation is a nonprofit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. It is governed by a Board of Directors who serve voluntarily without compensation or tangible benefit. The support and activities provided by the Foundation help ensure the continued student success and academic excellence which characterizes the success of Centralia College.

MISSION: The Centralia College Foundation exists to support and to enhance the ability of Centralia College to accomplish its mission, the development of individual student potential.

The Centralia College Foundation will actively stimulate our community to invest funds, other assets and energies with the Foundation. This effort will help to perpetuate the College and assist it to operate at a level far above that which can be achieved from state and federal support alone.

STAFFING: The staff of the Centralia College Foundation Office consists of one part-time Executive Director, one full-time Staff Member.

COMMITTEE SERVICE BY THE EXECUTIVE DIRECTOR:

On Campus:

- Ex Officio member all Foundation Committees - Planning, Investment, Scholarship, Alumni, Special Events, Planned Giving
- Centralia College Scholarship Committee
- Centralia College Athletic Hall of Fame Committee

Off Campus:

- National Council for Resource Development
- National Planned Giving Association
- Lewis County Economic Development Council - Member & Past Director
- Twin Cities Chamber of Commerce - Member & Past Director
- Altrusa Club of Centralia - Chehalis - Member & Past President
- Planned Giving Task Force, Pacific Peaks Girl Scout Council

BUDGET:

Annual Operating Budgets	$59,000

Assets of $1.6 million including endowment funds of $1.1 million.

ACCOMPLISHMENTS FOR 1993-94

- "Student Success" Annual Fund Campaign raised additional scholarship and endowment funds.
- Awarded $5,000 in Mini-grants.
- Cornelia Van Prooyen Child Development Center was dedicated.
- Purchased building on Iron Street for the Business Resource Center.

DEPARTMENT: COLLEGE DEVELOPMENT

MISSION: The mission of College Development is to provide additional external financial resources to Centralia College to strengthen institutional programs and services for student success.

DESCRIPTION: College Development has primary administrative responsibility for the Title III grants: Washington Cooperative Arrangement Grant (.20) and the Title III Developmental Grant (.50) and the chairing of the External Funding Committee (.30). The Title III Coop successfully completed in October 1993; therefore, responsibility is (.50) Title III Development Grant and (.50) Director of College Development.

STAFFING: The administrative staff of the grant consists of one Director, one Secretary Senior, one part-time Office Assistant, one part-time Fiscal Technician, and eight part-time local campus coordinators.

The two Title III grant areas as a whole consist of the following staff:

1.2 full-time administrator/supervisor	11 part-time classified
12 part-time administrators/supervisors	19 part-time faculty

BUDGET, 1993-94:

Title III Consortium Grant (Centralia, Green River, Shoreline, Tacoma, and Walla Walla Colleges) five-year grant budget is $2.5 million, with an annual budget of $500,000 per year.

Total Annual Operating Budget for five campuses	413,500
Total Annual Operating Budget Administration Unit	86,500
1992-93 TOTAL ANNUAL BUDGET	$ 500,000

Title III Developmental Grant Budget five-year grant is $2.4 million with an annual budget of $500,000.

1993-94 TOTAL ANNUAL BUDGET	$396,653

TWO GRANT 1993-94 ANNUAL BUDGET	$896,653

ACCOMPLISHMENTS FOR 1993-94

- Total Grant Involvement for 1993-94: $6,393,816

  Assisted in the writing and submitting of the following grants: "Integration of Vocational/ Academic Learning Programs" ($2 million); "FIPSE Drug Prevention" ($500,000); "Radio Tower Grant" ($242,975); "Learn and Serve America" ($600,000); "Ameri-corp" ($800,000); Title III NCC Year 3 ($500,000) Total: $4,642,975

  Critiqued: Entrepreneurial Training Program ($40,028); Educational Talent Search ($954,000); Student Support Services (NCC $224,162) Total: $1,218,190

  External Funding Committee processed the following: ECAP ($127,571); Video and Audio Recording Training ($70,000); New Chance ($130,040); Warehouse Training ($130,040); AACC/NSF Faculty Development ($75,000) Total: $532,651

- 1993-94 Revenue for Grants and Contracts: $4,066,648

- Successfully competed the 5 year Title III Cooperative (five colleges) Grant with a 5 year written End-of-the Project Report.
- The Title III Development Grant has established a Teaching Learning Center with the technology and staff that will be a state and national model. Assisted Spokane Community College and Spokane Falls Community College in the potential development of TLC's on their campuses.
- Chaired the External Funding Committee, which revised the procedures to more closely coordinate the grants on campus related to the institutions goals and priorities.
- Attended the National Title III Conference and the National Council on Resource Development.

DEPARTMENT: COMPUTER SERVICES

MISSION: The role of Computer Services is to direct and coordinate the use of computer technology on campus to maximize the efficiency and effectiveness of information management tasks necessary to support the educational programs and services of the college.

Computer Services responds to the needs for campus computing by providing:

- Computer hardware, maintenance, and opportunities for training for centralized computing systems.
- Coordination with the Communications Technology Center for existing software and desirable enhancements.
- Policies to ensure data security.
- Consultation regarding microcomputer hardware and software requirements for specific work groups and/or tasks.
- Maintenance of microcomputer hardware and software.
- Formal and informal training opportunities for work groups and individuals.
- The *Computer Resource Center* where users can have access to sophisticated computer applications, training, and file translation capabilities.
- Leadership in integration of centralized and decentralized computing through networks.

STAFFING: The staff of Computer Services consists of one full-time Director, one full-time Computer Support Analyst, one full-time Program Assistant, and one part-time Program Assistant.

BUDGET: The annual operating budget for Computer Services is $157,394.

COMMITTEE SERVICE BY DIRECTOR:

- Computing Committee, Chair
- Buildings and Grounds Committee, Chair
- Parking Subcommittee of Buildings and Grounds, Chair
- Management Action Council, Retreat Subcommittee
- Assessment Committee
- Dean of Instruction Search Committee
- Director of Business Services Search Committee, Chair
- Microcomputer Support DTF
- Tobacco Use DTF
- TASC (Technical Advisory Standing Committee) for state-wide system
- State-wide Electronic Mail Committee

ACCOMPLISHMENTS FOR 1993-94

- Continued refinement of the campus network, including ethernet access to the HP3000.
- Expansion of electronic mail to encompass almost all users, including East County Center.
- Campus-wide upgrade to Works 3.0.
- Microcomputer Support DTF to reevaluate support policies.

DEPARTMENT: PERSONNEL SERVICES

MISSION: The mission of the Centralia College Personnel Office is to support the goals of the College by constantly endeavoring to promote, improve and support the development, well-being and effectiveness of our employees and to provide leadership in the on-going college efforts to diversify the faculty and staff of the College.

This mission is carried out through the functions of job analysis, job allocations, human resource planning, recruitment, selection, performance appraisal, employee benefits, counseling, compensation administration, career planning and professional development, human resource research, labor relations, employee relations and affirmative action/equal opportunity program administration.

STAFFING: The staffing of the Personnel Office consists of the Personnel Director, one full-time Personnel Assistant and a part-time intern. The Director of Personnel also supervises two Secretary positions (shared with the President's Office, the Public Relations Office and the Office of the Dean of Administration).

BUDGET:

Personnel Budget	$123,768
Training Budget	11,900
TOTAL	$135,668

COMMITTEE SERVICE BY PERSONNEL OFFICER:

•Presidents Council (Committee on Committees)(Budget Committee)(Instructional Calendar DTF) • Management Action Council (Professional Development Sub-Committee) •Multicultural Committee (Diversity Assessment Sub-Committee) •Wellness Committee (ex-officio member) • Staff Recognition Committee (ex-officio member) •Classified Training Committee (ex-officio member) •Classified Steering Committee (ex-officio) • President's Advisory Committee (recorder) • Labor/Management Committee (represent President) • Human Resource Management Committee • PPMS User Group (off-campus) • Classified Employees Development Advisory Group (CEDAG)

ACCOMPLISHMENTS FOR 1993-94

- Recruited and filled the largest number of vacant positions in recent College history:
  - ~Recruited 27 positions (7 exempt, 9 faculty & 11 classified)
  - ~Filled 18 positions, 7 are pending as of the date of this report, 2 were canceled

- Made significant gains in affirmative action/diversity employment and program planning and implementation. Initiated process for re-opening recruitment when diversity is not sufficient in the applicant pool.

- Completed new baseline Affirmative Action Plan based on 1990 census data and in compliance with federal requirements, approved for form by Department of Personnel, approval by Governors Affirmative Action Policy Committee pending.

- Completed new policies and procedures for Family & Medical Leave Act implementation, Return to Work, Wellness Release Time and Exempt Employee Exchange Time.

- Ninety five percent of College positions now have individualized up to date position descriptions.

- Coordinated Communications and Connections (Customer Relations)Workshops for faculty & staff.
- Chaired Community College system sub-committee on Administrative Function Codes & developed implementation plan.
- Received significant training in concepts of Total Quality Management.
- Completed review and reclassifications of computer related positions required due to system changes in classification specifications.

DEPARTMENT: PUBLIC INFORMATION

MISSION: The College Public Information function is to facilitate the college's mission of developing individual student potential by distributing information on available opportunities for development of individual student potential, promoting a positive image of the college to its publics, and promoting student enrollment. This position also serves to assist the President on special assignments. Specific tasks to fulfill these responsibilities include: production of the quarterly class schedule and biennial catalog, coordination of publications and graphics, and production and distribution of news releases and advertising. This office also coordinates legislative activities, college-community events, advertising, and on-campus activities which enhance staff morale.

STAFFING: The staff of the College Public Information Office consists of the College's Public Information Officer and part-time student assistance. The College Public Information Office function also includes a three-fifths-time Graphics Illustrator and a part-time Graphics Assistant (student employee).

COMMITTEE SERVICE BY THE PUBLIC INFORMATION OFFICER:

On Campus: •Wellness Committee • Enrollment Management Committee (Chair of Marketing Subcommittee) • Social Committee (Chair) • Multicultural Committee • Management Action Council • Distinguished Alumnus Selection Committee • Heritage Committee (Co-Chair) • Legislative Action Committee (Secretary) • Image Committee (Chair) • College Publications Board

Off-Campus Professional Associations: • National Council for Marketing and Public Relations • Washington Association of Community Colleges - Public information Commission • Oakville Methodist Publications Committee (Editor) • United Methodist Men (Oakville/Rochester)

BUDGET:

Annual Operating Budget $96,359

ACCOMPLISHMENTS FOR 1993-94

- Produced the college's Speakers Bureau brochure.
- Planned and implemented a public forum/debate for candidates for city council positions.
- Planned and implemented a forum on First Amendment Rights and Responsibilities.
- Coordinated the televising (over cable TV) of the public forum, First Amendment forum and a Legislative Report by the Representatives from the 20th Legislative District.
- Planned and coordinated the dedication of the Cornelia Van Prooyen Child Development Center.
- Scripted and co-produced a video to be used in recruiting and image-building for the college.

ADMINISTRATIVE SERVICES
GOALS ADDRESSED IN 1993-94

I. Maintain High Standards of Instruction

A. Business and Auxiliary Services

Assist Instructional Departments by availing space in the Bookstore for printed material as needed, and by readily responding to fiscal questions.

Response: The Bookstore assists the correspondence program by stocking and selling all correspondence packets to students in all correspondence and video classes. The Bookstore also assists with keeping all packets current to coincide with the latest edition of textbooks.

The Business Office and Budget Analyst respond to fiscal questions in a timely manner and offer training when needed.

B. College Development

1. Implement the Title III Coop Grant's year five objectives and the Title III Developmental Grant's activities with the local coordinators and the three activity directors during January 1993 through October 1993. Then implement the Title III Development Grant from October 1993-October 1994.

   Response: Successfully completed the Title III Coop Grant September 1993 and implemented Year one and started Year Two of the Title III Developmental Grant.

2. Maintain the necessary follow-up of the PEM's (Performance Evaluation Measurements) for years one through five for the Coop Grant and years one and two for the Developmental Grant.

   Response: The PEM's, which monitor and verify the quantitative data of grants were completed for the Title III Coop Grant and the Title III Development Grant

3. Develop the DACUM (Developing a Curriculum) process for the Forestry Program; develop the Teaching Learning Center; develop the CAI (Computer Aided Instruction) for Nursing/Business /T&I (Trades and Industries) by September 1993.

   Response: The DACUM process was successfully completed in the Forestry Program; the Teaching Learning Center is equipped with technological equipment and staff that well represents a state and national model; The CAI was implemented in Nursing Program and T&I.

C. Personnel Services

Maintain service levels with reduced staff support.

Response: Provided support to instruction in the form of classroom presentations and instructional materials such as video tapes and books. Maintained high standards for all screening committees for the hiring of new faculty.

D. Public Information

1. Provide work-study opportunity for students and help the public information/marketing efforts of this department.

   Response: I was able to work with a student in the cooperative work program. This student assisted with public information and marketing efforts. A second student worked in the Graphics Department and provided invaluable assistance in designing brochures, pamphlets and other publications.

2. Provide strong graphic and public awareness support for college departments and programs.
Response: This department, working with the Graphics Department, has provided strong leadership in quality and consistent design for publications. Public awareness of the college and its many and varied activities continues at a high level, as measured by the numbers of articles and photographs that have appeared in regional publications.

3. Continue the campaign of awareness in legislative issues.
Response: Although the 1994 legislative session was only 60 days, this office maintained close watch on the activities of the legislators. The weekly Legislative Action Report kept the campus community informed on the issues of importance.

II. Meet the Needs of Students Through Effective Support Services

A. Buildings and Grounds

We will find ways to overcome some of the physical barriers our handicapped students encounter.
Response: We have been incorporating ADA guidelines into all remodeling projects. We will address many ADA issues with the $90,000ADA Grant we have received.

B. Business and Auxiliary Services

1. Ensure adequate scheduling of cashiering and bookstore staff during peak registration periods to make adequate student assistance available.
Response: The Bookstore hires an additional cashier for two weeks at the beginning of each quarter (the peak period for sales). The part-time cashier works 8-hour shifts during this time.

The Bookstore schedules additional hours from 5-7:30 p.m. for two weeks at the beginning of each quarter to accommodate evening classes and arranges additional hours of operation during peak registration periods before the beginning of each quarter.

The Business Office continued to provide backup assistance to meet cashiering demands.

2. Restructure flow of line area of cafeteria to promote faster service and reduce theft and confusion during busy times.
Response: Plug ins were rerouted and the salad bar was rearranged to open up the service area. Additional changes will be made for continued improvement of customer flow as resources allow.

3. Provide cafeteria services during summer session.
Response: The cafeteria remained open for the six-week session. Customer traffic was insufficient to sustain operations for the entire eight-week session.

C. Central Services

Continue decreasing use of off-campus printing facilities through increased use of campus print room.
Response: Increased the reproduction of correspondence packets. Printed more brochures for various areas on the campus.

D. College Development

1. Develop and pilot test the Student Outcomes data programming during Winter 1993.
   Response: The CTC staff and the five college coordinators of the Title III COOP grant successful completed the Student Outcomes Programming.

2. Implement the Student Outcomes to the other three campuses and disseminate to the other three community and technical colleges.
   Response: CTC disseminated the Student Outcomes state-wide.

3. Purchase and install equipment for the months of October 1993 through September 1994 for the Title III Developmental Grant.
   Response: The Title III Development Grant purchased approximately $500,000 of equipment.

E. Computer Services

Implement Title III and CTC developed student support systems.
Response: Accomplished. Student Outcomes Tracking was successfully pilot tested and implemented.

F. Foundation

1. Make $5,000 available for Mini Grant awards.
   Response: Awarded $5,000 for thirteen campus projects.

2. Increase the number of scholarships.
   Response: Added new scholarships for 1994-95.

3. Encourage donations of equipment and books.
   Response: Received over $12,000 in-kind gifts.

G. Personnel Services

Maintain service levels with reduced staff support.
Response: Worked with the Students of Color & Diversity sub-committee to assist in developing a plan for inclusion, retention and development of successful programs for students as well as for increasing the minority employment populations.

Completed the new base line Affirmative Action Plan which will guide the College toward meeting Affirmative Action goals over the next several years. Achieved institutional support for re-opening and extending positions when recruitment fails to generate diverse applicant pools.

Worked with Financial Aid and Student Employment staff to assist in developing new procedures for processing student employees.

Worked with Safety Officer to develop a new Safety Brochure and procedures for safety orientation of new employees.

H. Public Information

Continue to provide high levels of support through effective publicity to bring higher levels of awareness of campus activities and programs.
Response: This office continued to ensure that promotional materials were delivered to the appropriate media in a timely manner. A close working partnership between this office and the local newspaper and radio stations ensured a very high success rate in terms of getting articles printed or aired.

III. Develop Educational Programs in Response to Community Needs

A. Business Services

Hold informative payroll and other workshops as necessary to keep college community apprised of procedures.

Response: Payroll held several workshops.

B. Foundation

Offer workshops for members of Business Associates.

Response: Business Associates can attend any workshop given through the Business Development Center plus special computer workshops.

C. Personnel Services

Maintain service levels with reduced staff support.

Response: Response: Provide administrative support to instructional and student services programs to enhance their ability to respond to community educational program needs. Provided professional personnel services to the Economic Development Council in the recruitment and employment of the new director.

D. Public Information

1. Seek to bring at least one speaker to the campus to talk about issues which would improve or elevate student awareness on issues of public information/access.

   Response: This office helped coordinated a public forum on First Amendment Rights and Responsibilities. Working professional journalists from the community, and the college's legal counsel, joined with students to discuss issues related to practicing sound, ethical journalism using high ethical standards.

2. Upgrade the Speakers Bureau publication.

   Response: This has been accomplished. There was a new emphasis on promoting the Speakers Bureau in order to increase visibility of the faculty and staff of the college.

3. Further develop relations between the community and the college through programs such as the Fun Run/Walk which provides an awareness in health issues.

   Response: Working through the Wellness Committee, there was a second Fun Run/Walk, a visit by a health assessment van, and opportunity for a variety of health-related services for faculty and staff.

IV. Support Professional Development of Faculty and Staff

A. Auxiliary Services

Food services staff attend workshops and/or seminars to promote new ideas in food service and awareness of current food industry trends.

Response: Unable to attend scheduled conference this year, but obtained and studied current literature on the subject.

B. Buildings and Grounds

We will send our maintenance technicians to special training in order to keep up with current technology.

Response: We have sent our Maintenance Mechanic to school to become certified to check backflow services. We have also sent one of our people to be a certified refrigerant recovery technician.

C. Business Services

1. Use funds for staff development and related travel expenses to the extent that funds are available.
   Response: Staff have attended a number or workshops and training sessions, both on campus and other institutions.

2. Encourage staff to participate in various job related development opportunities by sharing training schedules and other materials.
   Response: Staff have attended a number or workshops and training sessions, both on campus and other institutions.

D. College Development

Train staff, administrators and faculty in the Title III Developmental Grant Activities One, Two and Three during October 1993 through September 1994.
Response: The grant sponsored three training programs for the staff, administrators and staff during 1993-94.

E. Computer Services

1. Assist faculty and staff in improving their computer skills.
   Response: Accomplished. Several formal "new user" trainings were conducted in the fall, along with numerous one-on-one sessions. The e-mail "Computer Tips" have received very positive response.

2. Provide at least one formal computer training opportunity each quarter.
   Response: Accomplished.

F. Foundation

Recognize faculty members with Exceptional Faculty Awards.
Response: Exceptional Faculty awards given May 1994.

G. Personnel Services

Maintain service levels with reduced staff support.
Response: Initiated the restructuring of the Classified Staff Training Committee, merging this committee with the Steering Committee; assisted in the planning for the annual retreat; provided administrative and clerical support to the Communications Workshops. Offered another session of the Connections Training. Received training in Total Quality Management concepts and methods which will be useful in future training planning for the College.

H. Public Information

1. Promote campus faculty and staff development events through increased public awareness.
   Response: This office has taken a leadership role in promoting campus events, faculty and staff through a variety of means including the Speakers Bureau, numerous press releases and photos.

2. Provide resources and/or materials on an as-needed basis to faculty and staff in support of their ideas pertaining to faculty and staff development.
   Response: This office responds quickly and efficiently to needs of the faculty and staff in areas of publicity for events by generating news articles and exploring other avenues for bringing public awareness for faculty and staff.

3. Initiate a program which introduces faculty to the community through a series of vignettes for radio and print media.
   Response: This project is in process.

V. Promote a Positive Campus Environment

A. Auxiliary Services

1. Increase student work study staffing for bussing tables and maintaining a clean environment.
   Response: Increased sales generated additional cleanup work in the kitchen which required all the work study time available.

2. Increase involvement of Food Services with student activities.
   Response: Food Services were involved in a variety of activities which included an all-staff kickoff outdoor barbecue, a Christmas Madrigal dinner , the Student worker appreciation luncheon, sports banquet, and special menus for multicultural springfest week.

B. Buildings and Grounds

Our Grounds Department will implement some of the suggestions pointed out in our Landscaping Master Plan to help beautify the campus for years to come.
Response: Our grounds crew has been following the suggestions outlined in the Master Plan and are designing more attractive areas requiring less maintenance.

C. Business Services

1. Provide a clean, pleasant, and inviting atmosphere in all areas for the enjoyment of the college community.
   Response: The business office has a very friendly and appealing atmosphere.

D. Central Services

Produce and install ADA signage which makes the campus accessible to the handicapped.
Response: Completed the engraving and installation of signage for Student Services and Cym buildings.

E. Computer Services

Increase user group activities.
Response: Accomplished. The Classified Staff meetings have served as a user group, with demonstrations and general computing questions/answers at their meetings.

F. Foundation

Encourage donations for campus enhancement.
Response: Funds are available for campus enhancement.

G. Personnel Services

1. Maintain service levels with reduced staff support.
   Response: Continued participation in campus committees focusing on staff development and diversity issues. Continued to provide excellent telephone answering service to the campus and clerical support to the President's, Dean of Administration's and the Public Information offices. Continued to provide advice and consultation to administrators and employees regarding personnel policy and procedures. Met all payroll and personnel deadlines.

2. Provide positive leadership during downsizing.
Response: Downsizing anticipated when the Annual Report was filed did not occur, however significant planning for future reductions was needed. Participated significantly in budget planning through the Budget Review and Planning Committee providing knowledge and insights to budget planning gained in previous positions. Participated in the College Council, supporting the initial concept, providing leadership in designing DTF formats and assisted in determining future committee structures.

H. Public Information

1. Develop and promote campus coffees.
Response: This office planned or assisted in the planning of periodic coffee on campus, the Holiday Breakfast, and other events , coordinated or assisted in the planning and implementing of the commencement breakfast , the multicultural potluck, the faculty/staff vs. students knowledge bowl, the softball game, five campus socials, the golf tournament, the fall kick-off potluck, and other events.

2. Enhance campus community-wide activities to promote morale.
Response: Working with the Wellness Committee, this office helped initiate a Wellness policy which promotes physical fitness and promotes employee morale. During Community College month, this office helped promote campus-wide activities including the Knowledge Bowl, a challenge between students and faculty.

3. Develop a more frequent newsletter so that information from administration and other areas of the campus is published more frequently.
Response: The goal was accomplished through the Teacher Learning Center, which produced a campus-wide newsletter, a combination of newsletters from various departments throughout the campus.

VI. Provide Effective Administrative Leadership

A. Auxiliary Services

2. Ensure self support in Food Services to guarantee continued service.
Response: Food Services continues to look for additional ways to improve services and generate income. This year implemented a weekly Taco day, nutrition quizzes, and E-mail specials.

3. Increase sales revenue in the Cafeteria to support more student work study staffing.
Response: The Cafeteria continues to increase sales and depends on student work study staffing to keep up with the increased volume of work generated.

B. Budget Analyst

1. Continue to support the deans with informative reports.
Response: Reports have been done quarterly, and whenever necessary.

2. Conduct yearly budget workshops.
Response: There has been no time this year to conduct workshops, but have given one on one training when necessary.

3. Continue to support all areas in monitoring expenditures and budget projections.
Response: All budgets are monitored on a monthly basis.

C. Business Services

1. Ensure error-free audit for sixth year in a row.
   Response: We were not audited in 92-93, because of our error-free past. We will have a two year audit this year.

D. Central Services

Attend seminars/workshops to keep abreast of changes in supervisory areas.
Response: Attended workshop put on by Thurston County Post Office focusing on the proper layout and design of mailers.

E. College Development

1. Chair the External Funding Committee and hold quarterly meetings. Specifically develop an organized system to solicit and distribute potential external funding to "Locate Resources" by the end of Fall Quarter 1993.
   Response: The External Funding Committee met quarterly and in April 1993 purchased a software package that is located in the Teaching Learning Center that makes access to potential grant research available to all staff employees campus-wide.

2. The Director will continue to train himself and others on campus to learn "How to Write Grants"; develop a cadre of writers by the end of Winter Quarter 1994.
   Response: Attended the National and Regional conference - National Council for Resource Development.

3. Write and submit one (1) new grant by the end of Spring Quarter 1994.
   Response: Refer to the summary of grant involvement in Accomplishments section: Total Grant Involvement: $6,393,816 and the 1993-94 revenue of $4,066,648.

4. Coordinate and write the Title III Coop Grant's "Final-End-Of-the-Project Report" by December 31, 1993, and submit to the U.S. Department of Education.
   Response: Successfully submitted the "Final-End-Of-the-Project Report"

F. Computer Services

1. Plan and implement upgrade to Works 3.0.
   Response: Accomplished.

2. Implement direct network connections to HP3000.
   Response: Accomplished. Ethernet connections to the HP3000 have been successfully implemented. However, more work needs to be done to allow AppleTalk direct connections.

3. Increase "workgroup" computing, utilizing the network.
   Response: Accomplished. E-mail is being used effectively by many committees, setting up "personal groups" to facilitate communication.

4. Implement CTC purchasing, when available.
   Response: Partially accomplished. The software has been installed. Our buyer, Bonnie Bowen, has attended training, and will move to the new system at her discretion. (Many of the schools using this third party system (Reality) are unhappy. It may be replaced by a CTC developed module.)

5. Upgrade to System 7.
   Response: Partially accomplished. The computers with adequate power are using System 7. The computers with inadequate power are using System 6.0.8. Both are implemented in a way to be mutually compatible.

G. Dean of Administration

1. Remodel Ehret Hall.
   Response: Completed, February, 1994.

2. Reroof and upgrade HVAC (heating/ventilation/air conditioning) system of Ehret Hall.
   Response: Completed, February 1994.

3. Replace half of Lingreen and Student Center doors.
   Response: In bid process, April 1994.

4. Replace cross-connect valve on fire/sprinkler system in Corbet.
   Response: Completed, November 1993.

5. Resurface driveway between Gym and Hanson Administration Building.
   Response: Completed, October 1993.

6. Replace existing HVAC system in Hanson Administration Building.
   Response: Bid was awarded and work will be accomplished during summer break, 1994 , in coordination with Student Center, Central Services, and Admin Building Roof project.

7. Create a TLC (Teaching Learning Center) facility in Lingreen Building.
   Response: Completed, February 1994.

8. Complete WAC update.
   Response: In progress.

H. Foundation

1. Conduct an Annual Fund Campaign to encourage donations for endowment, scholarship, and other college needs.
   Response: The Annual Fund Campaign stressed the need for funds for new scholarships and endowments, as well as other college programs.

2. Increase public awareness of the Foundation.
   Response: Newspaper articles and direct mail focused attention toward the Foundation.

I. Personnel Services

1. Maintain service levels with reduced staff support.
   Response: Provided significant support to the new Dean during initial months of his employment in the areas of personnel and institutional past-practice and culture. Developed several new policies and procedures which were implemented. Developed expanded administrative salary structure and implemented legislated personnel changes such as exemption of positions and position reviews. Participated in the College Council, supporting the initial concept, providing leadership in designing DTF formats and assisted in determining future committee structures.

2. Provide leadership in determining how to implement budget cuts.
   Response: Participated significantly in budget planning through the Budget Review and Planning Committee providing knowledge and insights to budget planning gained in previous positions.

J. Public Information

1. Establish focus groups for improving schedules of classes and other campus publications.
   Response: The public information officer was instrumental in planning and implementing a public forum which examined the rights and responsibilities of, among other issues, student publications. The PIO served on the Publications Board which worked to improve the quality of publications on campus.

2. Seek ways to implement efficiencies within the department to reduce overall costs by 10 percent.
   Response: The state legislature did not require the college to reduce operating budgets by 10 percent so program cuts were not implemented.

3. Develop a "campus perspective" brochure that provides an overview of Centralia College for use as an informational and/or a recruiting tool.
   Response: The initial implementation of this goal is accomplished through the video which provides an overview of the college and serves as a major recruiting tool for International students. This video can be revised in a number of respects to provide the campus perspective. The brochure is a work in progress.

ADMINISTRATIVE SERVICES
GOALS FOR 1994-95

I. Maintain High Standards of Instruction

A. Auxiliary Services (Bookstore)
1. Have available for sale all required textbooks and supplies requested by instructors at both Centralia and Morton campuses.
2. Supply reference material section for use by students.

B. Central Services
Produce quality materials for instruction.

C. College Development
1. Implement the Title III Development Grant activities with the local coordinator during October 1994-October 1995 .

2. Maintain the necessary follow-up of the PEM's (Performance Evaluation Measurements) for years two and three for the Title III Development Grant.

3. Develop the DACUM (Developing a Curriculum) process for the Business Management Program; develop the Teaching Learning Center; develop the CAI (Computer Aided Instruction) for Nursing/Business /T&I (Trades and Industries) by September 1994.

D. Personnel Services
1. Continue to monitor all position openings, assuring an effective screening process and providing significant support in recruiting highly qualified candidates. Reopen position when a diverse pool of applicants is not available.

2. Continue to make presentations to individual classes, when requested, on affirmative action issues.

E. Public Information
1. Organize a public forum on Freedom of Information/public access or First Amendment rights and responsibilities to involve students.

2. Provide work-study opportunity for students in graphics and/or in Public Information.

II. Meet the Needs of Students Through Effective Support Services

A. Auxiliary Services
1. Relocate beverage cases in cafeteria to provide an express lane for beverage customers only.

2. Have Bookstore open extended hours to meet needs of all students.

3. Re-purchase textbooks at the end of each quarter.

4. Separate charge program students from those paying cash in the Bookstore to speed operations during peak sales periods.

5. Develop "book buy back" forms to continue to improve service between Morton and main campus.

B. Business Services
1. Ensure adequate scheduling of cashiering staff during peak registration periods to ensure student assistance is available.

C. College Development
1. Purchase and install equipment for the months of October 1994 through September 1995 for the Title III Development Grant.

2. Coordinate Title III Activities with Student Services to assist in an effective support services for students.

D. Computer Services
1. Implement client/server applications when available.

2. Increase the use of the network for information sharing and "work group" computing.

3. Continue to refine the network to provide an efficient infrastructure link for the campus.

E. Foundation
1. Make $5,000 available for Mini-grant awards.

2. Add to number of scholarships available.

3. Encourage in-kind gifts.

F. Personnel Services
1. Continue to work towards enhancing campus diversity and multicultural awareness through affirmative action goals and participation on multicultural committee. Assist with implementation of the recommendations of the Students of Color and Diversity Sub-Committee.

2. Continue to provide effective training programs for support personnel involved in direct service to students.

3. Continue to provide technical and professional personnel services to staff and administrators in compliance with state and federal rules.

G. Public Information
1. Support the students' effort to address legislative issues

2. Work with students to promote the college through publicity of student successes.

3. Work with students as they initiate special activities to celebrate and promote events that are unique to their efforts at the college.

III. Develop Educational Programs in Response to Community Needs

A. Auxiliary Services
Continue to develop ways to provide nutritional and wellness information to food services customers.

B. Business Services
Hold informative payroll and other workshops as necessary to keep college community apprised of procedures.

C. Foundation
1. Offer small business management workshops for Business Associate Members.

2. Offer Business Associate Members special computer workshops.

D. Personnel Services
Provide support to Instruction, where appropriate, in the development of Total Quality Management training programs for community groups.

E. Public Information
1. Host a public forum for the legislative candidates who face election.

2. Further develop the video so that it may be used as a stronger recruiting tool.

3. Produce the academic catalog.

IV. Support Professional Development of Faculty and Staff

A. Auxiliary Services
The Bookstore Clerk, Donna Cannon, will continue classes toward her degree as provided by classified funds. Staff will attend workshops such as the Communications Workshop.

B. Business Services
Encourage staff to participate in various job related development opportunities by sharing training schedules and other materials.

C. College Development
Train staff, administrators and faculty in the Title III Developmental Grant Activities One, Two and Three during October 1994 through September 1995.

D. Computer Services
Offer at least one formal training opportunity each quarter.

E. Foundation
1. Recognize faculty members with Exceptional Faculty Awards.

2. Classified Staff recognition annual grant.

F. Personnel Services
1. Develop and implement training programs for Continuous Quality Improvement and/or Total Quality Management.

2. Develop and implement new training programs for staff regarding diversity/multiculturalism.

3. Continue to provide leadership to management and classified training committees to develop meaningful retreat programs and identify excellent speakers and presenters.

G. Public Information

1. Promote campus faculty and staff development events through increased public awareness.

2. Provide resources and/or materials on an as-needed basis to faculty and staff in support of their ideas pertaining to faculty and staff development.

3. Continue to support the Speakers Bureau and, if necessary, update it.

V. Promote a Positive Campus Environment

A. Auxiliary Services

1. Improve line area flow in cafeteria to reduce congestion.

2. Keep Bookstore neat and clean.

3. Offer Bookstore items for sale in timely manner to promote sales and move inventory.

4. Display seasonal merchandise in Bookstore.

B. Buildings and Grounds

1. Remodel and enlarge major restrooms to provide more attractive and ADA friendly facilities.

2. Install additional sprinkler systems on grounds to maintain a greener more attractive environment.

C. Business Services

Provided a clean, pleasant, and inviting atmosphere in all areas for the enjoyment of the college community.

D. Central Services

Continue to bring the college into compliance by the engraving and installing ADA signage throughout the campus.

E. Foundation

Encourage donations for campus enhancement.

F. Personnel Services

1. Review campus personnel policies and procedures for clarity and consistency. Provide updates for the College Handbook.

2. Provide better information and training for supervisors by completing and distributing the Supervisor's Handbooks (for supervision of Classified Staff).

3. Implement new policies and procedures mandated by the merger of the Higher Education Personnel Board and Department of Personnel rules.

G. Public Information
1. Continue to develop and promote campus social events

2. Enhance campus community-wide activities to promote campus morale

3. Continue to write articles on campus successes and promote the accomplishments of the faculty and staff.

VI. Provide Effective Administrative Leadership

A. Auxiliary Services
1. Reduce cost of goods sold in proportion to sales in the cafeteria and evaluate inventory par level status.

2. Continue to manage Bookstore in a productive and positive manner.

B. Budget
1. Continue to support the deans with informative reports.

2. Continue to support all areas in monitoring expenditures and budget projections.

3. Work closely with the Budget Committee and Deans to complete the budget process

C. Buildings and Grounds
Buildings & Grounds will prototype the QEM program for adaptation to the rest of the campus community.

D. Central Services
Attend workshops/seminars that will enhance the areas under this area.

E. College Development
1. Chair the External Funding Committee and hold quarterly meetings. Specifically implement the software and equipment to "Locate Resources" by the end of Fall Quarter 1994.

2. The Director will continue to train himself and others on campus to learn "How to Write Grants"; develop a cadre of writers by the end of Winter Quarter 1995.

3. Write and submit one (1) new grant by the end of Spring Quarter 1994.

F. Computer Services
Evaluate methods for possible upgrading of our least powerful microcomputers.

G. Dean of Administration
1. Install new elevator in Student Center.

2. Reroof Hanson Administration, Student Center and Central Services Buildings.

3. Install new HVAC (heating ventilation and air conditioning) system in Hanson Administration Building.

H. Foundation
1. Conduct an annual fund campaign.

2. Implement the planned giving program.

3. Have a "friend raiser" gala event.

I. Personnel Services
1. Ensure that all employee evaluations are completed in a timely manner. Push supervisors to complete and/or update position descriptions and place on file in the Personnel Office.

2. Begin working with supervisors to develop specific job expectations for use in employee evaluations.

3. Develop an on-going program for leadership and professional development for upwardly mobile college employees. Review funding options for participation in such programs as the Bryn Mawr, Harvard and Stanford Institutes; WACUBO, and other professional leadership training programs for administrators and classified employees.

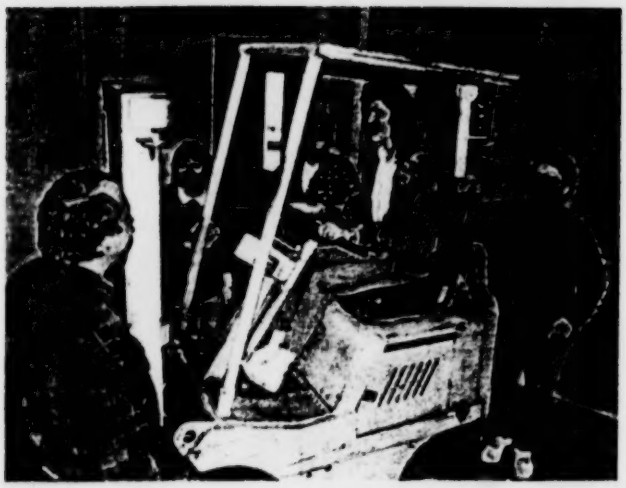
4. Continue to provide leadership on issues related to personnel/employment on committees and the College Council.

J. Public Information
1. Produce a campus faculty/staff directory.

2. Continue to promote wellness activities on campus to boost morale and physical fitness.

INSTRUCTION

. . . providing workforce training



. . . building childhood memories

. . . developing leaders

INSTRUCTION

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Instruction

The Instruction area of Centralia College carries out the mission of the College by providing the educational programs and services throughout Lewis and South Thurston counties.

Our Goals

- **To best serve the interests of our students and community.**
- **To provide high quality educational opportunities.**
- **To provide a satisfying and rewarding place to work.**
- **To foster a spirit of community.**
- **To advance a positive public image.**
- **To maintain strong effective leadership.**

Our Services

The primary service of Instruction is to provide the most effective and efficient instructional program to support and promote achievement of the institution's mission. This endeavor embodies leadership and management of the instructional program: on and off campus, day or night.

INSTRUCTION
HIGHLIGHTS IN 1993-94

- New Programs: Warehouse & Distribution Center, New Chance, Correction Officer
- Opened Business Resource Center
- Welcomed Associate Dean of Instruction, John McClain.
- 15 Electronics graduates were employed by Intel
- Year One Tech Prep planning complete; Year Two being planned

DEPARTMENT: DEAN OF INSTRUCTION

The Dean of Instruction reports to the College President and is a member of the President's Executive Committee and the Management Action Council. The Dean is responsible for planning, implementation, and coordination of the instructional functions of the college which include: scheduling, instructional planning, office operations, vocational education, continuing education, budget preparation and reconciliation, and Title III operations of the college.

Functions in close coordination with or as a member of many off-campus entities such as the State Board for Community College Education, Instructional Commission, Lewis County Central Office Administrators., etc.

STAFFING: The staff of the Dean of Instruction's office consists of the Dean, 1 full-time Administrative Assistant, 1 full-time Fiscal Specialist, 1 full-time Secretary, 1 full-time Office Assistant III and 2 part-time hourly Office Assistant II's. The Instructional Services Division staff includes the following personnel:

- 55 full-time Faculty
- 2 full-time Librarians
- 4 Division Chairpersons and 1 full-time Secretary
- 1 Director of Assessment and 1 part-time Secretary
- 1 Associate Dean of Instruction, 1 half-time Program Manager
- 100-150 part-time Faculty and 1 part-time Librarian
- 1 full-time Program Support Supervisor, 2 full-time Program Assistants, and 6 part-time Office Assistant II's,
- 1 Director Early Childhood Education/Home and Family Life Department, 3 part-time program managers, 5 part-time Coordinators, 5 full-time Early Childhood Education Specialists, 13 part-time Early Childhood Education Specialists, 1 full-time Secretary Senior, 1 part-time Research-Cook, 2 part-time Food Handlers, 2 part-time OA II's, 1 part-time Early Childhood Education Aide II, 3 full-time Early Childhood Aide I's, 1 part-time Early Childhood Education Program Aide I's, 4 part-time Parent Educators, 4 part-time teachers, 1 part-time Interpreter, 1 full-time parent education coordinator, 24 part-time faculty, 1 part time- program aide, and 1 part-time vocational teacher.
- 2 full-time Computer Instructional Technicians, 1 full-time Science Instructional Technician, 1 full-time Electronics Technician II, 3 part-time Instructional Technicians, and 1 part-time Stage Technician
- 1 full-time Library Clerk, 1 part-time Media Clerk
- 1 part-time Stockroom Attendant
- Student Employees

BUDGET:

Annual Operating Budget	$4,205,432
Grants and Contracts	521,321
TOTAL BUDGET	$4,726,753

ACCOMPLISHMENTS FOR 1993-94

- Faculty evaluation procedures
- Revised correspondence and video courses
- Reviewed and revised student potential document
- Wrote and received RFP's for development of two new programs: Warehouse and Distribution Center Training and New Chance
- Completed the planning stage of Tech Prep

DEPARTMENT: ASSOCIATE DEAN OF INSTRUCTION

MISSION: The mission of the office of the Associate Dean of Instruction is to provide planning, implementation and evaluation of all programs in vocational education, evening, summer, and off-campus sites. The Associate Dean of Instruction reports to the Dean of Instruction. The Associate Dean of Instruction in cooperation with the department chairs is responsible for offerings across the instructional curricula. The Associate Dean represents the college at state and local meetings and vocational commissions.

STAFFING: The staff consists of the Associate Dean of Instruction, one half-time Program Manager A, and approximately 70 part-time faculty. Support is provided by the Instruction Office staff.

BUDGET:

Annual Operating Budget	$449,685

ACCOMPLISHMENTS FOR 1993-94

- Associate Dean position was vacant from January 1993 through June 1994

DEPARTMENT: ASSESSMENT

MISSION: The Centralia College Assessment Program is funded through a line item allocation from the State Board of Community Colleges. The key purposes of assessment are to ask important questions about student learning, to get some meaningful information on these questions, and to use the information for academic improvement. The scope of assessment includes a broad view of assessment purposes and processes. Assessment is nothing less than the institutionalization of self-awareness and constant change, that is, continuous self-renewal.

STAFFING: The Assessment Office consists of a part-time Director and one part-time Secretary II. A faculty chairperson, the Director and seven committee members meet regularly every two to three weeks.

COMMITTEE SERVICE BY THE DIRECTOR:

In the Community:

• Assessment Liaison to the State Board for Community Colleges • Member of the Board of Directors of HOMES FIRST! * Writing Consultant for State Government Personnel, Office of Program Research, Administrative Assistants, etc. * "Inquiring Mind Speaker: Washington Commission for the Humanities.

On Campus:

Director of Honors Education/ Faculty in English and Philosophy/ Legislative Action Committee/ Sabbatical Committee/Advisor/ Director of College Speaker Series

BUDGET: The operating budget for July 1, 1993- June 30, 1994 is $56,456

ACCOMPLISHMENTS FOR 1993-94

- Began the Cycle of Assessment with 4 teams, 16 faculty and staff.
- Funded team of three (including Director and Chairman of Assessment) to "abilities" retreat with Alverno Faculty at UW's Pack Forest facility, sponsored by SBCTC.
- Coordinated our efforts with Title III, Cultural Pluralism and other campus entities, especially through the new Teaching and Learning at Centralia College (Faculty Newsletter)
- Sponsored Portfolio, Learning Styles, Learning Communities workshops and events.
- Funded nine mini-grants, seven of which had been completed by April 19, 1994.
- Presented Total Quality Management philosophy to Administration and joined administrators at a TQM workshop.
- Sponsored a four person team to attend (3 as presenters) at the May statewide Assessment Conference at SeaTac Marriott.

DEPARTMENT: DIVISION CHAIRS

MISSION: The mission of the Division Chairs is to provide leadership and communication for the respective division faculty. The Division Chairs respond to the needs of their respective divisions and college by:

- program planning, development, improvement, and evolution.
- scheduling of courses and instructor assignments.
- acquisition of supplies and equipment.
- budget development and review.

I. BUSINESS DIVISION

STAFFING: 10 full-time faculty, 10 regular part-time faculty, and 1 full-time Campus Computer Lab Instructional Technician, 1 full-time Program Manager, 1 half-time Office Assistant, 1 half-time Teacher's Aide

BUDGET:

Annual Operating Budget:	$665,843

ACCOMPLISHMENTS FOR 1993-94

- Completed articulation agreements with 11 high schools.
- Consolidated BRC, SBM, and farm management programs and moved them to a new site.
- Added half-time teacher's aide.
- Computerized keyboarding, formatting, and transcription courses.
- Participated in DACUM for management training programs.
- Added five-credit legal and medical office procedures courses.
- Implemented peer advising.
- Acquired LCD for business education lab.
- Acquired 29 computers for all-campus IBM lab.

II. HUMANITIES/SOCIAL SCIENCE DIVISION

STAFFING: 14 full-time faculty, 8 regular part-time faculty, 1 part-time Stage Technician.

BUDGET:

Annual Operating Budget:	$770,723

ACCOMPLISHMENTS FOR 1993-94

- Instruction improvements - English department articulation with high schools, linked courses in women's literature and history, new introduction to drama course, revisions to history/political science, increased book and video collections in library, field trips for students, traveled/researched in Europe, Mexico, several U.S. cities, Australia and Canada.

- Continued to perform community services for campus - served on a number of committees (foundation, financial aid, hiring, multi cultural, computer), supported writing lab for students, integration of Spanish and ESL programs, funded TLC coordinator position, learning communities, participated in college council.

- Provided services to community in general - sponsored student writing contests, national history day, public speaking workshops, trained students for tutoring pool, student travel to central Mexico, Nevada, New York, Seattle, Portland, translation services for Hispanic community, American NW Repertory Theatre Company, Grassroots Theatre Festival, graphic design donations, music-art-theatre performances, public television broadcasts, supported multi cultural view in a number of areas.

- Integrated more technology into programs/classrooms - all English 101 students introduced to Mac system and word processing, increased use of video/computer in foreign language classes, graphic design, music, television, history.

- Support for professional development - faculty attended a number of conferences - WCTCHA, College Art Association, Washington Association for Foreign Language Teachers, Northwest Drama Conference, Learning Communities. Faculty furthered their own education by attending/teaching at other institutions. Faculty traveled/researched material in their field of study.

- Exceptional Faculty Awards to three of our instructors.

III. LEARNING RESOURCE CENTER DIVISION

STAFFING: 5 full-time faculty, 4 annual part-time faculty, 15 regular part-time faculty, 2 full-time Librarians, 1 part-time Librarian, 1 full-time Program Support Supervisor, 2 full-time Program Assistants, 3 part-time classified, 6 part-time Techs and Aides, 1 75% of full-time Instructional Technician, 1 full-time Computer Instructional Technician, 5 part-time Office Assistant II's, 3 part-time Instructional Technicians, 1 full-time Library Tech III, 1 substitute Librarian and 1 part-time Media Clerk

BUDGET:

Annual Operating Budget:	$888,000
Grants and Contracts:	165,000
TOTAL BUDGET	$1,053,000

ACCOMPLISHMENTS FOR 1993-94

- Modified DVED 078 to include more analytical reading as preparation for ENGL 101.
- Revised ASSET cutoffs to address all levels of ABE
- Major participation in development in Diversity Action Plan
- Developed Accommodation Policy
- Improved ESL transition to ABE/DVED

IV. LIFE/PHYSICAL SCIENCE DIVISION

STAFFING: Division Chair Secretary, 24 full-time faculty, 6 regular part-time faculty, 1 Science Instructional Technician, and 1 part-time Stockroom Attendant.

BUDGET:

Annual Operating Budget:	$1,211,380

ACCOMPLISHMENTS FOR 1993-94

- A brand new 1993 Cummins electronically controlled diesel engine has been acquired and is being integrated into the DTEC curriculum.
- One of the Electronics Technology faculty completed a summer practicum at Intel Corporation in Aloha, OR. The outgrowth has been that Intel in 1993/94 hired 15 of our former and future graduates.
- De-bugged the new alarm system installed in the entire Technical complex.
- Completed the moving of CET and Forestry into their new quarters by paving and landscaping the yard.
- The all time record of 29 CET graduates in 1993.

V. HOME AND FAMILY LIFE/EARLY CHILDHOOD EDUCATION

STAFFING: 1 Director Early Childhood Education/Home and Family Life Department, 3 part-time program managers, 5 part-time Coordinators, 5 full-time Early Childhood Education Specialists, 13 part-time Early Childhood Education Specialists, 1 full-time Secretary Senior, 1 part-time Research-Cook, 2 part-time Food Handlers, 2 part-time OA II's, 1 part-time Early Childhood Education Aide II, 3 full-time Early Childhood Aide I's, 1 part-time Early Childhood Education Program Aide I's, 4 part-time Parent Educators, 4 part-time teachers, 1 part-time Interpreter, 1 full-time parent education coordinator, 24 part-time faculty, 1 part time- program aide, and 1 part-time vocational teacher.

BUDGET:

Annual Operating Budget:	$252,684
Child Care (95,101 from operations)	182,390
Parent Support Services	155,395
ECEAP	127,521
Teen/Single Parent	65,928
Vocational	8,176
DSHS	16,650
Total Budget	$713,643

ACCOMPLISHMENTS FOR 1993-94

- Grant funded for Teen/Single Parent Support Program
- Doubled the number of Early Childhood Education students in program.
- Early Childhood Education Practicum Labs expanded into area schools.
- Very successful Early Childhood/Parenting Conference in February. Topic: The Strong Willed Child.
- The new Child Development Center was officially named the Van Prooyen Child Development Center.
- The Van Prooyen Child Development Center received donations to fully equip the outside play yard.
- Expanded Parent Support Services Program into both the Centralia and White Pass School Districts.
- Director was elected the 1993-94 President of State Organization representing all Post-Secondary Institutions offering Early Childhood Education programs.

VI. EAST COUNTY CENTER

STAFFING: 1 part-time Program Manager, 1 part-time hourly Program Assistant, 1 part-time hourly Instructional Tech II

BUDGET:

Annual Operating Budget:	$78.686

ACCOMPLISHMENTS FOR 1993-94

- East County Center faculty and students successfully completed the two year Washington Center seed grant which aided the development and implementation of four learning communities at East County Center.
- East County Center faculty received a Cultural Pluralism mini-grant to begin developing the learning community Bridging Borders: Latino Voices and Visions. The program will integrate literature, language, music and art from latino culture in the Americas.
- During Winter 1994, the East County Center enrollment was the highest ever (67 FTE'S). Especially notable were the 73 enrollments in the Office Occupations Lab.
- East County Center faculty gained valuable teaching techniques in the September critical thinking in-service workshop.
- The East County Center Advisory Committee awarded 4 short-term loans to students.
- Power PC's are replacing old IBM compatibles to allow state-of-the-art computing and flexibility.

INSTRUCTION
GOALS ADDRESSED IN 1993-94

I. Maintain High Standards of Instruction

A. Dean of Instruction

1. Fully integrate the Business Resource Center in the Small Business Management and Business Administration programs.
   Response: The integration has taken place, but needs refinement and clarification.

2. Continue to work with local high schools to improve articulation.
   Response: Tech Prep and outreach programs have greatly enhanced the college articulation efforts.

3. Develop a plan of program evaluation for all instructional programs.
   Response: State Board has designed plan of program evaluation that will be incrementally implemented over five years.

B. Associate Dean of Instruction (No Associate Dean for 1993-94)

Facilitate planning for implementation of Tech Prep.
Response: Tech Prep planning is on schedule.

C. Assessment

1. Continue to educate the Assessment Steering Committee members and colleagues on aspects of assessment and institutional effectiveness including a more focused foundation on institutionalizing the culture of assessment.
   Response: We have very successfully gone beyond the "culture of assessment" into the Cycle of Assessment. Three projects are underway involving about 16 faculty/staff and plans for Year Two of the Cycle are being formulated. Emphasis of Total Quality Management has encouraged faculty and administration to link continued quality improvement to Assessment at every point.

2. Continue to generate faculty involvement, enthusiasm and support, particularly in response to the 12 items generated at the planning retreat held on March 10, 1993.
   Response: The major initiatives from the March 1, 1993 planning retreat have been realized: the beginning of a Cycle of Assessment; articulation with other entities on campus (eg. Title III, Cultural Pluralism, all gen ed. reform). Assessment is in many ways the engine that drives faculty development on our campus.

D. Business Division

1. Add a Legal Office Procedures class.
   Response: Accomplished

2. Expand the Medical Receptionist class into a Medical Office Procedures class.
   Response: Accomplished

3. Eliminate the Accounting/Bookkeeping Certificate, Clerk/Typist Receptionist Certificate, and Office Administration ATA programs.
   Response: Accomplished

4. Change the name of Information Processing Certificate to Office Assistant.
   Response: Accomplished

5. Start to develop a two year Jr. Accountant ATA program.
   Response: Lack of time.

6. Develop a Business Center for the Marketing/Management program.
   Response: Lack of funds and time.

7. Plan for expanded facilities for the Business Development Center, OCP offices, and marketing/management program.
   Response: In progress.

8. Develop a display case for life-like displays for the Marketing/Management and Retail certificate programs.
   Response: Lack of funds and time.

9. Increase our I.T.'s support to 12 months, especially needed with added computers-funds will be needed.
   Response: Accomplished with Carl Perkin's funds.

10. Work toward adding "windows" in our IBM computer programs - more funds will be needed to increase computer capacity and software.
    Response: Accomplished.

11. Network an IBM computer lab - funds will be needed.
    Response: Lack of Funds.

12. Computerize typing and machine transcription courses - funds will be needed.
    Response: Accomplished.

E. Home and Family Life/Early Childhood Education Department

1. Assess outcomes of various classes, certificates and the degree programs that are offered in Early Childhood Education.
   Response: Parent Education competencies and outcomes finished in April. Early Childhood Education assessments in progress.

2. Meet with other community college and four year university personnel to promote better articulation.
   Response: Met three times this year. Wrote new articulation agreements with Washington State University Branch Campus representative and St. Martin's College.

3. Monthly inspections of equipment for safety and maintenance.
   Response: All equipment inspected be Early Childhood Education students. Van Prooyen Child Development Center and ECEAP completes daily safety inspections.

4. Research and implement new ideas, technology, and information into all HMFL and ECE areas.
   Response: Video monitoring system was implemented in Van Prooyen Child Development Center.

5. Begin NAEYC accreditation for new child care center.
   Response: In progress.

F. Humanities/Social Science Division

1. Maintain accreditation and comprehensive instruction, program development.
   Response: Courses have been reviewed. English, History, Drama, and Music departments have revised or added courses. We have added more sections of psychology and writing.

2. Prepare a survey to evaluate the curriculum from a multicultural perspective.
   Response: A survey was prepared and sent out to faculty. Results are being completed.

3. Use division meetings for faculty to share their classroom strategies for creative and critical thinking.
   Response: The English department is now involved in a project, campus-wide, on creative/critical thinking.

4. Develop a course "Introduction to Special Education."
   Response: This course has not as yet been examined or approved by division.

5. Develop an alternative correspondence-type course offering for Introduction to Sociology.
   Response: We haven't done this as yet. We are offering more sections of sociology.

6. Increase the quantity and scope of guest lecturers for sociology classes.
   Response: None

7. Hold at least one articulation meeting with area high school English teachers.
   Response: The English department has made this an annual event.

8. Increase FTE's in drama classes by 10%.
   Response: FTE's in drama classes have increased.

9. Increase the foreign language video, laser disc & CD-ROM collection in the library by at least 10%.
   Response: We increased our video collection in the library concerning all subject matter.

10. Complete the development of an assessment tool to evaluate computer-aided instruction used in foreign language classes.
    Response: An ongoing examination of media use in teaching languages. We have purchased software.

11. Complete revision of the radio/television program.
    Response: Instructor has begun this process and will complete in the next two years.

G. Learning Resource Center Division

1. Develop a system for attendance of students who earned "I" grades and still need help that doesn't interfere with newly registered students' needs.
   Response: Most programs have utilized the variable credits earned to reduce the number of Incomplete grades.

2. Increase the use of lecture and group activities into P.C. coursework to improve learning.
   Response: More full lecture sections in math and English (all DVED math and 073 English). More group activities in all classes.

3. Review curriculum in at least one work unit. (Reading, math, English)
   Response: Modified DVED 078 English to lecture/group format and included more analytical reading as preparations for ENGL 101. DVED 083, 086, 103, and ABE classes have been modified to include critical thinking skills.

4. Participate in the new Teaching Learning Center as a regular part of staff development activities.
   Response: TLC is used on a regular basis by staff for various presentations and projects. Staff also participated in organized TLC activity included in division meeting and in-service/faculty meeting agendas.

5. Develop integrated curriculum models for at least two more program offerings. (integration include life skill application of the skill taught, computation, writing, diversity activities and materials, and critical thinking)
   Response: ESL program will begin working on an employment unit winter quarter. ABE and DVED 078 have been revised to enhance multicultural perspectives. Randy Johnson participated in Cultural Infusion Summer Institute and subsequent activities.

6. Consider grant funding for specific academic areas to improve course/program quality and support.
   Response: Staff has received various curriculum development and assessment grants, including a minigrant to study the transition from DVED level (all courses) to subsequents college level courses.

7. Enhance the library book and periodicals collection by improving specific components. (ie. request increase in ABE and ESL level interest materials.)
   Response: 1) We have no significant ESL collection or books for new readers. Coordinated efforts with departments might help more things in this direction, but additional funds would be needed. Book costs have increased significantly with no increase in book budget. 2) The medical area continues to need building as well as updates in most areas. We are continually improving our reference collection. 3) This past year there has been some time available to spend on selection of materials and I have had some help from Judy Metcalf. This time is vital to developing a good collection. In prior years, I did all selection either at home or while running back and forth on reference duty.

8. Improve the certified librarian staffing levels.
   Response: Staffing has been higher this year. This has been reflected in improved organization of procedures and materials. For continued high quality and service, staffing levels should be maintained.

9. Promote and facilitate the replacement of obsolete 16mm films with videotapes.
   Response: I believe this has been completed.

10. Increase the number of Library Orientation classroom sessions.
    Response: Classroom orientations have been increased and are provided for ENGL 101, ENGL 102, ESL, Student Success, and for any instructor upon request.

11. Provide assistance to faculty members teaching students with special needs.
    Response: ESL coordinator provides assistance with the transistion of ESL and International students into classes. An accommodation policy (ADA) has been drafted for use on campus. The Learning Resource Division staff provides individual assistance to faculty as needed.

12. Monitor staffing workloads to work toward equalization and equity with campus programs.
Response: Workloads of core and other regular full-time and part-time faculty have been monitored and inequalities have been found. Inequalities have also been observed in front-line support staff workloads. Job duties for ESL Coordinator are being written.

13. Share information on tech techniques, methods, materials via faculty meetings, Teacher Learning Center, and newsletters.
Response: ESL Staff coordinated and participated in a one hour workshop for faculty on learning communities. Kathy Brooks has given presentations to faculty and staff regarding the technology currently available in the TLC. Rosalie Crase, Jackie Wagner, and Kay Odegaard have provided tech seminars in cooperation with the Student Mentoring Corp. Subjects included methods, materials, and newsletters.

H. Life/Physical Science Division

1. Maintain accreditation.
Response: Dave received his 5 year certificate Spring 1993. Cal should receive his June 1994. Ormrod current until 1996. Wrzesinski current until 1996.

2. Update instructional materials.
Response: New videos and computer programs received. New NURS 102 texts chosen and integrated into curriculum.

3. Maintain quality and consistency of instruction throughout what is expected to be a temporary enrollment peak period for CET classes.
Response: Enrollment has returned to full capacity. Graduation of 29 individuals in June, 1993 was an all time record.

4. Compile excerpts from literature for enhancement of road logs for geology travel courses.
Response: Done. A field guide for GEOL 209 is completed.

5. Equip mini bus and vans for field instruction.
Response: No progress. Mini bus needs to be traded in for bus of equivalent value, but with seating for at least 25.

6. Develop computer simulations to increase student understanding in ecology, forestry and biometrics exercises.
Response: Computer simulation of ecological problems are in place.

7. Expand laboratory topics in genetics to include DNA marking, electrophoresis, and progeny testing.
Response: Electrophoresis equipment (3 work stations) purchased in 93/94. One lab exercise each in Biol. 211, Zool. 253, and Biol. 113 will be conducted in Spring quarter.

8. Convert at least one laboratory experience in each of the life science classes into an experimental practicum.
Response: Done for BIOL 105, BOTA 111, 172.

9. Take full advantage of new DTEC facilities and equipment by updating and evaluation of DTEC 110-111 & 120-121.
Response: DTEC 120 and DTEC 121 have been revised to better meet student needs and were implemented in Winter 94.

10. Finish the relocation process in the DTEC building including the component training area, and indoor and outdoor storage areas.
Response: The process of relocation is complete with exception of the component area which should be prior to Fall of 94.

11. Purchase and install equipment required to make the lab DTEC lab space environmentally safer and more self sufficient.
Response: Coolant, solvent and oil recycling equipment are presently in service. In addition, students are now educated regarding proper treatment of automotive waste materials and proper use of recycling machinery.

12. Continue to improve the quality of the Nursing program.
Response: Purchased new training aids-mannequin, trach care, inj, catherization simulators; utilizing group activities; changing clinical sites in accordance to job opportunities and community needs.

13. Expand Nursing 110, Vocational Nursing, from a one credit seminar to a three credit class with lecture, seminar and clinical components.
Response: Done Summer 1993.

14. Eliminate outdated nursing filmstrips and replace with updated videos.
Response: Continuing to do so and of title III and Carl Perkins funds. New videos received Summer/Fall 1993.

15. Incorporate more computer assisted instruction for nursing students.
Response: Ongoing. Cover: pharmacology, nursing process, systems assessments, utilized for clinical and CAT make-up assignments.

16. Continue to develop the micro scale approach for the general chemistry labs.
Response: Now changing to plastic dropper bottles which eliminates glass bottles and droppers. This reduced the amount of solutions used and spillage. The objective will continue for 2-3 more years.

17. Continue to re-type, clarify and print the CHEM 101 labs on the Macintosh computer.
Response: Some changes still are becoming apparent and taken care of and will continue to be handled.

18. Introduce the use of Epperdorf pipets into the CHEM 155 spectrophotometric quantitative experiment.
Response: Did Winter 93. However, results were not any better than when students counted drops. Thus this needs to again be evaluated in Winter of 94 since conclusions were not obvious.

19. Work up five new demonstrations for physics classes.
Response: Three demonstrations involving computer data acquisition equipment worked out.

20. Revise Physics 201, 202,203 curriculum.
Response: No progress-some discussion among instructors has occurred.

21. Research more field trip possibilities for Physics classes.
Response: One field trip option found related to optics-Tacoma Astronomical Society Telescope.

22. Continue to revise/rewrite the physics labs to make better use of the equipment and/or computers.
Response: Two new physics data analysis labs written for 201/104. Coefficient of Linear expansion lab for Physics 101 Electrogenetic induction lab.

23. Review/select possible textbooks for Math 201.
Response: Anton's-Multivariable Calculus textbook selected.

24. Develop a catalogue of examples/demonstrations of the various Physics concepts.
Response: This catalogue is being developed as the various topics are discussed in class.

25. Explore the use of data collecting equipment for the Physics labs.
Response: Equipment acquired summer. Two demos divided using force and distance equipment. One Newton's lab of cooling problem devised.

26. Continue the evaluation process of the Welding program.
Response: On going process as feedback is received throughout the year 93-94.

27. Make changes in the Welding program as needed.
Response: Added Computer Aid Drafting unit to Weld 126, Jan. 1994.

28. Replace older, deteriorating power sources within the Welding department.
Response: 4 AC-DC power sources were purchased Sept. 1993.

29. Complete the Title III Curriculum Improvement Process for the Forestry Technology Program.
Response: The Title III process for the Forestry Technology Program was essentially completed January 21, 1994.

30. Continue the incorporation of new data gathering procedures, and the processing of the data into the forestry technology courses.
Response: Major incorporations have been made in Forestry 123, 221, 222, 231, and 105 in the respective quarters they have been taught.

31. Organize and implement the Electronics parts kit concept.
Response: This objective was completed April 1993 and continues to serve about 30 students a quarter.

32. Purchase electronics equipment for labs.
Response: This objective will be completed by the end of Spring quarter and will serve up to 42 students.

33. Complete repairs of electronics equipment.
Response: This objective has not been completed.

34. Give questionnaire to CHEM 145 tutorial students to determine what motivated them to come and to determine what could be done to improve the sessions.
Response: This is complete. Students seemed to enjoy the demonstrations done such as running a watch using a potato battery. Reading between the lines, the offering of a slight lost in grade for attending 10 sessions helped attendance. Only the tutorial offered on the class off day had significant attendance.

35. Complete the Electronics lab remodeling and organization.
Response: The remodeling was completed 2 years ago, but we still have the same benches and storeroom shelving.

36. Continue to provide an informative and updated student manual for electronics students.
Response: The first revision of this objective was completed Sept. 1993 and served 23 students.

II. Meet the Needs of Students Through Effective Support Services

A. Dean of Instruction
1. Provide staff development activities that support new technology.
Response: Have continued inservice activities for staff as appropriate.

2. Implement with WSU a B.S. program through alternative educational delivery systems.
Response: The program is in place and the number of students is growing.

B. Associate Dean of Instruction
1. Implement cooperative marketing strategies for vocational education within the community.
Response: No Associate Dean so this activity was not implemented.

2. Implement with Student Services peer advising program to serve vocational students.
Response: This was implemented in the Business Education and Marketing programs.

C. Business Division
1. Expand placement opportunities.
Response: Lack of time.

2. Continue to provide tutors for our programs.
Response: Accomplished.

3. Continue to improve our advising loads.
Response: In progress.

D. Home and Family Life/Early Childhood Education Department
1. Research funding sources to provide child care during parenting classes.
Response: Obtained three grants to provide child care during parenting classes.

2. Establish a parent center located in the new Child Development Center.
Response: A resource pamphlet and brochure case was installed. New parent education resources have been purchased.

E. Humanities/Social Science Division
1. Continue to use English faculty meetings to evaluate assessment techniques to gauge student writings in ENG 101 and 102.
Response: English department has met to address this concern and others.

2. Cooperate with other divisions in coordinating the class schedule to best serve the students.
Response: Division has had several meetings with science division to work through problems in schedule.

3. Maintain membership in the North West Drama Conference to help student actors become eligible for scholarships.
   Response: Students participated in drama conference and instructor was chosen to jury.

4. Make early contact with "running start" students.
   Response: Faculty in division work closely with student support services to facilitate success for running start.

F. Learning Resource Center Division

1. Provide instructional technician support services for division instructional programs.
   Response: All programs have limited assistance. However, budget cuts have caused reduced levels of instructional support. Rosalie Crase is currently providing support for reading and Gloria Perkins is providing support for 014.

2. Work toward computerized college placement testing services.
   Response: A demonstration was given of the Asset Compass program. However, several problems were identified with the program--the issue is being pursued.

3. Work to maintain/increase external funding level for volunteer literacy tutorial program.
   Response: Learning Resources staff currently serve on literacy council and have helped to design and coordinate a tutoring class. Several grant awards have helped to increase service and staffing levels, two of these will end this year.

4. Provide facilities, duplication, supplies, telephone and other support services for the Peer Tutoring program.
   Response: Program staffing has been reduced due to last years budget cuts. Number of peer tutoring program participants is being maintained.

5. Continue to implement more student progress/retention/completion tracking systems for students.
   Response: An assessment project has been funded which will provide information on student transition. The diversity plan also requires some tracking of ethnic students.

6. Use Student Literacy Corp. volunteer tutors in the ABE/ESL programs.
   Response: Active participation--great success. (See Terry O'Brien for details.)

G. Life/Physical Science Division

1. Continue to research literature needed to complete a geological transect drawing for the Batie Science Center.
   Response: Geologic cross section from the literature loaned to the art department.

2. Prepare to teach Ocean 104 Oceanus in a lecture format and schedule for evening classes during Winter quarters 1994 and in 1995.
   Response: Planned as a lecture course for Fall 1994 and Winter 1995 in day offerings.

3. Use videos at media stations in fitness center for health/fitness classes.
   Response: Not accomplished.

4. Work with the Title III support staff to identify developing education technology.
   Response: Done by Forestry Technology.

5. Review the opportunity to incorporate new technology into sports activity classes.
   Response: Three new exercise stations have been added to the Fitness Center.

6. Provide a variety of classes to emphasize active life styles to reflect the changing demographic diversity of our student population.
   Response: An ongoing project.

7. Participate in workshops or classes concerning wetlands management (Garman).
   Response: Done during Fall quarter.

8. Participate in continuing education concerning environmental science and current "states of the world" (Garman).
   Response: Participated in a global warming conference in Seattle.

9. Evaluate the need to make program changes in DTEC classes specifically power trains, hydraulics, engines, instrumentation and testing, and practical applications classes.
   Response: The power trains classes have been revised and a second phase (chassis systems) is now in place. Those classes are in use in the fall and winter quarters. Other revisions will be done as needed.

10. Review nursing curriculum for the next quarter during each quarter and revise as needed according to state law and community needs.
    Response: N103-Ocology, ER, Mental Health section rewritten, clinical sites changed to reflect job opportunities and changes in health care delivery.

11. Participate in quarterly continuing education activity (conferences, seminars, classes) to keep abreast of issues in education and in nursing.
    Response: Fall quarter conferences, plans for Spring quarter. Death and Dying seminar-U of W. U of W Pain Group. Sleep-U of W, CAT, NLN, LPN convention.

12. Require the students in CHEM 145 to know their valences sooner in the quarter.
    Response: Should continue. Did so , but it was not obvious how much earlier to do so.

13. Explore using some of the methods developed for the calculus course in the physics course either as labs or possible written projects/assignments (Vian).
    Response: I have introduced the use of group (doing problems) work in physics. I have used the graphing calculator and computer for demonstrations. Used paper tape experiment to gather data for Calculus class project.

14. Expand knowledge of some of the other programs in which students are advised (Vian).
    Response: No new area has been added to my list of advisees this year, therefore I reviewed current transfer requirements.

15. Continue to work on welding professional improvement programs (Barton/Driscoll)
    Response: Driscoll: Worked for TNT welding, Summer 1993. Barton: IBM computer classes, Summer 1993.

16. Continue with professional development through high school, seminars, and forestry related summer employment (Bean).
    Response: Title III equipment acquisitions have dictated that professional development be achieved by independent research each quarter.

17. Make contact and develop a relationship with a printed circuit board manufacturer (LaLond).
Response: This objective hasn't been completed.

18. Look in to Certification of Completion or Proficiency for ELTR 110.
Response: Certificate Proficiency was and will be awarded to the class.

19. Continue to work with SPSCC nursing department to aid in articulation of Centralia College LPN's to their ADN program.
Response: SPSCC Director here in Nov. for orientation for students.

20. Attempt to improve articulation between Centralia College LPN program and LCC's ADN program.
Response: Sept. 1993 visit to LCC. Interaction with staff.

III. Develop Educational Programs in Response to Community Needs

A. Dean of Instruction

1. Meet the educational and training needs of the large number of unemployed residents in our service area.
Response: Implemented two new workforce training programs (Warehouse and Distribution Center Training and New Chance) and one specialized contract training program (Correction Officer - TIDES).

2. Maintain student faculty ratio to correspond with budget parameters.
Response: This is currently being analyzed. It appears that we are maintaining.

B. Associate Dean of Instruction

Revise ADAC program to correspond to new state guidelines.
Response: Revision has been completed.

C. Business Division

1. Continue to work with area high schools in articulation programs.
Response: Complete agreements with 11 high schools.

2. Continue to work with area high schools in Tech Prep programs.
Response: In progress.

3. Keep on top of new developing needs for our community.
Response: Continuing.

D. Home and Family Life/Early Childhood Education Department

1. Develop ECE Apprenticeship program.
Response: School Districts have contracted with the ECE Department to provide training for classified staff. Some classified staff are now attending ECE classes.

2. Continue outreach training for day care homes, centers and other ECE personnel in Lewis County, i.e. newsletters, workshops and speakers.
Response: Held workshops on: Fetal Alcohol Syndrome, AIDS, First Aid and CPR, Conference for ECE professionals and families. Share department newsletter with area day care centers and preschools. Director writing a monthly column in newspaper. Parent Education Director presented training for Olympia Child Care Community.

3. Create an assessment for ECE graduates.
   Response: Began writing assessment and a tracking plan.

E. Humanities/Social Science Division
1. Continue a Grassroots Theatre Festival to improve articulation between Centralia College and high schools in our service district.
   Response: The drama department held a Grassroots Theatre Festival.

2. Run Public service programs on the college radio station to educate the listeners about different cultures.
   Response: The campus radio station did run these announcements.

3. Rely on the guest lecture programs sponsored by the Student Activities Board to bring one or two poets to the campus to speak in English classes.
   Response: This will be accomplished.

4. Reapply to the WCH to fund another "Inquiring Mind" series.
   Response: The "Inquiring Mind" series is being held.

F. Learning Resource Center Division
1. Formalize the establishment of the ABE advisory board in cooperation with the advisory board activities for literacy.
   Response: An ABE advisory board has been established and a handbook has been developed.

2. Meet with public school and community service agency representatives to review and attempt to meet needs.
   Response: ESL students are currently enrolled in HSC 014, 012, and 011. ESL classes are currently being provided for women as part of a Student Literacy Corp. project entitled "Homebound." A High School Completion Handbook has been developed for distribution to local high schools. DVED/college level English faculty are scheduled to meet with local high school and English instructors in April 1994.

3. Further establish close community ties and coordinate educational and support programs.
   Response: Learning Resource Center staff has worked with committee representatives for several grant projects and the diversity action plan for transition of ESL students to college programs. Meetings have been held with the Literacy Council and Americorps/Learning and Services.

G. Life/Physical Science Division
1. Participate in career days.
   Response: (Taylor): This objective was completed March 35, 1994. (Barton): Worked with student programs to set up tours of welding department, Nov. 1993.

2. Take part in community health programs.
   Response: Board of Directors American Cancer Society-Wrzesinski and Ormrod AIDS advisory board-Providence Hospital-Nola; SW Washington Oncology interest group-Nola; Nursing Club doing BP's.

3. Maintain visibility of all programs.
   Response: We had an article in the Chronicle about the Intel relationship.

4. With advisory committee assistance cover as much information as possible for potential employment for program graduates.
   Response: Information was disseminated. Informal tracking indicates placement above 80% within 6 months.

5. Continue with ongoing project of drawing a geological transect for the Batie Science Center.
   Response: Has been finished.

6. Obtain a large sample of sandstone with abundant mollusc fossils for a rock garden from the Centralia Mining Company.
   Response: Contact made with Paul Gust at the mine.

7. Continue to develop displays and laboratory exercises for the Batie Science Center.
   Response: A cart for animal cages and terraria has been purchased to allow live animal display and experimentation (without harm to animals).

8. Research and develop new marketing strategies while continuing to use the present strategies in the DTEC program.
   Response: New marketing strategies are still being researched, plans are in place for more active marketing in 1994/95 and a video tape is to be produced in the near future.

9. Visit three local high school math and physics classes.
   Response: One visit completed at Tumwater High School.

10. Make a presentation concerning physics in the Young Scholars program during the summer.
    Response: Demonstration of Holography and interference optics given in two sessions.

11. Work with the local welding industry to verify their needs.
    Response: Set up testing procedures for Centralia Mining, Feb. 1994.

12. Donate surplus equipment within the Electronics Department to a local high school.
    Response: This objective has not been completed.

IV. Encourage and Support Professional Development of Faculty and Staff

A. Dean of Instruction

1. Encourage staff to participate in professional development meetings.
   Response: State restrictions on travel have limited ability to encourage participation but every effort has been made within the restrictions.

2. Promote participatory management practices within Instruction.
   Response: Proposed a reorganization of instructional programs to encourage broader participation.

B. Associate Dean of Instruction

1. Provide staff development for all faculty relating to the integration of academics within Vocational Education to meet the expectations of Tech Prep.
   Response: Staff development opportunities have been provided to interested faculty.

2. Provide staff development for vocational faculty for the development of competency based instruction throughout vocational education.
Response: Has been provided to some program faculty through the Title III DACUM project.

C. Assessment

1. Coordinate quarterly at least three workshops with the Teaching and Learning Center staff.
Response: We have collaborated with the TLC on a Learning Styles workshop, a Diversity in the Workplace workshop (organized by Cultural Pluralism), a Portfolio Workshop and a Case Studies workshop; two are planned for Spring: Writing Across the Curriculum and General Ed. Reform. We will fall a bit short of the nine we envisioned, but the number and quality of what we've accomplished has been about right.

2. Provide all new full-time instructors with a copy of Classroom Research Techniques by the end of the second week of the fall quarter.
Response: This was done; the last three copies were given to new English Department part-time faculty this Winter.

D. Business Division

1. Encourage instructors to attend conferences, seminars, workshops, and classes - provide funding for such so we can keep abreast of new technology and methods.
Response: Accomplished.

2. Encourage staff to take care of ourselves so we may continue to serve others.
Response: Continuing.

E. Home and Family Life/Early Childhood Education Department

1. Meet with all instructional and classified staff to help develop individual professional development plan.
Response: Met with all instructional and classified staff at least once this year to assess their progress toward 1992-93 development plan and develop 1993-94 plans.

2. Encourage and support participation in classes, workshops, conferences, and other activities which will enhance skills and knowledge.
Response: Attended at least one workshop or conference this year. Money, time and substitutes are available for everyone to participate.

3. Provide an in-service training for staff in the form of a speaker or workshop.
Response: Fetal Alcohol Syndrome speaker and trainer from Tacoma, Fall Quarter. Workshop on Attention Deficit Hyperactivity Disorder in May. Stress Management Workshops on February.

F. Humanities/Social Science Division

1. Encourage all faculty to attend at least one workshop or conference.
Response: Every full time faculty member has attended a workshop or conference.

2. Bring in a speaker on the topic of endorsements for public school teachers for the professional development of education faculty and advisors.
Response: This is still being planned.

3. Increase the divisional membership in WCCHA.
Response: This has been accomplished.

4. Hold at least one articulation meeting with area high school English teachers.
   Response: This has been accomplished.

5. Give at least two workshops on interactive audio/video.
   Response: These have been available. Many faculty are now using multimedia in classroom.

G. Learning Resource Center Division

1. Support faculty and staff to attend conferences, workshops, and other related staff development activities.
   Response: The PC staff members have attended the following workshops, conferences, and staff development activities:
   Learning Communities
   Technology ABE Broadcast
   ABLE teleconference on cooperative learning
   Cultural Infusion Summer Institute (10 days)
   Curriculum Development
   Outcome Based Curriculum
   Student Success Strategies
   Communication Skills Workshop
   Quantitative Skills Assessment retreat
   WA Center Evaluation representatives met regularly with WACWTR

2. Encourage faculty and staff to take part in skill improvement activities and to share information with others.
   Response: A large percentage of division staff members participate in TLC activities, communication skills workshop, cooperative learning, and committee work and have given various presentations to the campus community.

3. Meet with division members individually to help establish individual professional development goals for the year.
   Response: Faculty evaluation development process has been in transition this year.

H. Life/Physical Science Division

1. Continue with the search for suitable specimens for a rock garden (Woodland).
   Response: Ongoing (activities) at this time.

2. Continue to pursue NATEF certification for the DTEC program (Rammage).
   Response: Instructor attended ASE training in Feb. 94 to assist in preparation for certification. The program self evaluations is in process at this time.

3. Continue articulation with Western Washington University for their B.S.E.E.T. degree (Taylor/La Lond).
   Response: This objective has not been completed.

4. Attend professional meeting relating to health and fitness (Guido).
   Response: Did not fit schedule.

5. Resume CET professional development and research when enrollment levels will allow (Goodman/McPherson).
   Response: During Summer 1993 and academic year 1993-94, instructors have been researching, procuring, and testing new computer hardware and software.

6. Attend a workshop/conference on the Harvard Consortium Calculus project to share ideas/experiences and to network with other instructors (Vian).
   Response: I attended a conference at Harvard in June 1993. I have attended two mini

courses: (a) mulitvariable Calculus at North Seattle CC (Sept. 1993). (b) Computer and Diff. Equip. at Seattle Central CC (Feb. 1994).

7. Attend the spring PNAC conference (Martens).
   Response: Attended calculus reform conference instead. (Vian): I will attend this conference in April 1994.

8. Attend assessment conference in May (Martens).
   Response: Unable to attend. (Vian): I attended two conference on Assessment in Calculus at Pack Forest (Sept. 1993 and Feb. 1994). The conference in Florida in April also involves assessment.

9. Learn Pascal programming language (Martens).
   Response: Completed first course in Pascal, C, and Assembler; Spring 1993.

10. Learn FORTRAN 90 (Martens).
    Response: Currently working on the project.

11. Learn more about the various software programs that are available, on campus and otherwise, for math and physics (Vian).
    Response: Have reviewed part of the Physics of Sports Laser disc in the TLC. Have learned more about the "Theorist" software on the Mac's. Have learned how the use the TI-85 graphics calculator for classroom demonstrations. Have learned some of the Maple software and the Naval Academy's software of Diff. Equip.

V. Promote a Positive Campus Environment

A. Dean of Instruction

1. Develop better ways to insure the instructional staff are aware of planning activities.
   Response: Accomplished through college council and plans for reorganization of instructional programs.

2. Complete landscaping for vocational building.
   Response: In progress.

B. Associate Dean of Instruction

Promote integration of vocational and academic education.
Response: Ongoing.

C. Assessment

1. Examine at least five assessment focuses identified by the campus community and relate these to a strengthened institutional commitment by June 30, 1994.
   Response: We identified the need to go beyond the "culture of assessment" and designed (with the help of Marsha Brown, SSCC) a Cycle of Assessment initiated Jan., 1994.; we felt it necessary to link our efforts with other campus entities, and participate now in the Faculty Newsletter; we identified critical thinking skills, and sent faculty to the "Abilities" conference at Pack Forest -- as a result of that, English faculty have focused on critical thinking assessment for their Cycle of Assessment project; we focused on Portfolio assessment, and held a very successful workshop for 19 faculty with Virginia Darney; we identifies Writing Across the Curriculum, and, with Title III support, now have a faculty WAC specialist mediating information, techniques to faculty.

2. Support an anthology show casing student writing including at least one from a student enrolled in a vocational program.
Response: Both Sue Roden and Trish Dutro who had sought mini-grant funds to do this project have left the college for other jobs. The project has not been accomplished. We have, however, included student evaluations, student responses to other students' ways of learning, and diversity responses in several of the mini-grant projects completed thus far in 1994.

D. Business Division
1. Maintain quality services to students with fewer resources.
Response: Continuing.

2. Seek methods to enhance presentations to improve learning and retention.
Response: Continuing.

3. Review curriculum to provide greater efficiency and enhanced learning.
Response: Continuing.

4. Upgrade equipment to meet changing needs.
Response: Continuing.

5. Continue to give encouragement to the Business Management Club and P.B.L. club.
Response: Continuing.

6. Continue to provide good service to students and faculty in the instructional and business computer labs under Business Division auspices.
Response: Continuing.

E. Home and Family Life/Early Childhood Education Department
1. Encourage staff participation in campus wide activities.
Response: Staff participates in communication workshops, potlucks, breakfasts, brown bag lunches, campus coffees, student services, campus council, IMT, Instructional Council, and ASCC projects.

2. Provide opportunities for interaction between children and other campus departments when appropriate.
Response: Children had field trips to the Geology Department, Radio/TV Department, Botany, and Biology labs. They use the gym weekly. Children are part of seasonal activities: Halloween and Christmas.

3. Work with staff to develop new child care center into an optimal developmental environment for all children and families involved.
Response: New outside play yard equipment and video monitoring system have been purchased and installed.

F. Humanities/Social Science Division
1. Hold monthly meetings of the English faculty for the purpose of promoting communication and cooperation.
Response: Meetings are being held.

2. Bring three authors to the campus under the Author's Lecture Series and with the help of the College Foundation.
Response: Authors have been brought to campus.

3. Continue to provide faculty support for the Centralia College Writing Awards Program and the Centralia College Creative Writing Contest.
   Response: English department continues to do this.

4. Develop an assessment tool to evaluate computer needs for the division.
   Response: Computer needs for the division are being evaluated on an ongoing basis.

5. Provide at least one speaker for the "Expressions" series.
   Response: We have done this.

6. Continue performances from theatre and music departments, art show and radio programming.
   Response: Art activities are stronger than ever.

G. Learning Resource Center Division

1. Division members will participate in a reasonable number of campus committees.
   Response: Division members have participated in the following campus committees and DTF's:

BRP	*Benediction*
Campus Council	*Child Care*
Instructional Council	*Diversity Planning*
Assessment	*Microcomputer*
Advising/Steering	*MC Club advisor*
Tenure committees	*Multicultural committee*

2. Provide Update Flyer with information on division members travel, staff development activities, statewide presentations and committee members.
   Response: Division members participate in many activities, however, the information does not consistently show up in the Update.

3. Division members will continue to establish more information sharing relationships with peers in other divisions.
   Response: Division members plan to continue involvement and sharing of information primarily through campus wide committee activities and informal meetings. (See G. 1 above.)

H. Life/Physical Science Division

1. Continue communication with Student Support Services.
   Response: Division and Division Chair met with Fola Fadeyi.

2. Apply skills learned in Collaborative Learning Workshops.
   Response:

3. Continue communication with counseling staff.
   Response: One of the workers is considered a member of the division.

VI. Provide Effective Administrative Leadership

A. Dean of Instruction

1. Continue to work towards equalizing faculty workloads.
   Response: Work in progress.

2. Evaluate the needs for staffing in response to changing student needs.
   Response: By and large done through shifting of part time staff.

B. Associate Dean of Instruction
   1. Develop new marketing strategies.
      Response: Redesigning marketing brochures. Participation in Tech Prep is serving as a marketing tool.

   2. Encourage vocational faculty to participate in industry based training.
      Response: Applied for and received Back to Industry grants for two faculty members for summer 1994.

C. Business Division
   1. Adequate climate control is still needed in Business building.
      Response: Not accomplished.

   2. Windows in Business building classroom and lab doors are still needed.
      Response: Not accomplished.

   3. More lecture room space is needed in Business building.
      Response: Not accomplished.

   4. More space is still needed in Women's rest room in Business building.
      Response: Not accomplished.

   5. A chilled water fountain is still needed in Business building.
      Response: Not accomplished.

   6. New carpeting is still needed in the main hallway in the Business building.
      Response: Not accomplished.

   7. New furniture in MAC lab is still needed.
      Response: Not accomplished.

   8. New chairs in Business computer lab are still needed.
      Response: Accomplished.

D. Home and Family Life/Early Childhood Education Department
   1. Participate in conferences and training opportunities when appropriate to enhance technical and managerial skills.
      Response: Staff members attended workshops on communication, management, leadership, and learning styles.

   2. Involve all staff members in decision making process.
      Response: Regular staff meetings with opportunities for input, planning and decisions in all major areas of department. Decision not made in isolation.

   3. Develop master plan and priority list of ECE/HMFL and child care needs.
      Response: Continue to work on 1993-94 plan. Will develop new master plan in May for 1994-95.

4. Increase advisory committee participation.
   Response: Varied time and location to allow everyone to participate. New ECEAP /Headstart Advisory Committee. New ECEAP/Headstart Program Advisory Committee. Created new Day Care Parent Advisory Committee.

5. Complete evaluation criteria for every classified position in department.
   Response: All classified positions were evaluated.

6. Meet with managers of various programs on a weekly basis.
   Response: Met with managers on a weekly basis.

7. Meet regularly with all staff members.
   Response: Met with staff members on a quarterly basis.

E. Humanities/Social Science Division
   1. Send the chairman of division to communication skills workshop.
      Response: Chair did attend year long communication skills workshop and stress management workshops.

   2. Chair will maintain personal contact with each division member on a regular basis and ask for valued input/evaluation both in group meetings and individually.
      Response: Chair maintains as much contact as possible with division members and other chairs and dean. Group discussions are held monthly.

F. Learning Resource Center Division
   1. Plan division operational structure based upon the identified common priorities.
      Response: Staff member feel the division has a clear operational structure. However, special attention should be given to strengthening the connection between night part-time faculty and core day faculty. The staffing levels for techs, aids, and the computer lab are inadequate.

   2. Explore ways to maintain division priorities with external funding sources.
      Response: External funding should be used to provide staff, materials, and supplies which enhance regular programs.

   3. Meet with division personnel individually on a regular basis.
      Response: Division personnel meet informally on a regular basis.

   4. Discuss division decisions with effected members as early as possible.
      Response: The Learning Resource Division decision making process has shown improved communication.

   5. Provide division members with group problem solving opportunities.
      Response: Workloads, program review, and transition study have all served as opportunities for group problem solving.

   6. Learn to delegate duties where appropriate.
      Response: Delegation of duties occurs in most program areas. In progress.

   7. Set division meeting schedules in September for the entire year and provide regular division calendars
      Response: A yearly division meeting schedule is given to all division members in September. Updates are given when changes are necessary.

G. Life/Physical Science Division

1. Provide an effective alarm system for the Technology Center.
   Response: Completed and operating Fall 1993.

2. Pursue the installation of technology needed to provide all computer users in the Technology Center with laser printer network capabilities.
   Response: Done Fall 1993.

3. Tie the IBM-based faculty computers into the campus Apple-based E-mail system.
   Response: Done Fall 1993.

INSTRUCTION
GOALS FOR 1994-95

I. Maintain High Standards of Instruction

A. Dean of Instruction
1. Formalize a process of program review.
2. Implement process of faculty evaluation.
3. Improve faculty and administration communication.

B. Associate Dean of Instruction
1. Plan a program of continuing education.
2. Determine educational market needs.
3. Establish a continuing education advisory committee of community members.

C. Assessment
1. Initiate and continue Cycle of Assessment projects.
2. Collaborate with Instructional Council on instructional planning process.
3. Co-sponsor programs with Teaching and Learning Center; utilize faculty newsletter.

D. Business Division
1. Equalize teaching loads.
2. Expand BRC/SBM program.
3. Network IBM lab.
4. Develop display area for management program.
5. Remodel building to meet needs.
6. Increase computer support staff.
7. Update programs and courses.

E. Home and Family Life/Early Childhood Education Department
1. Research funding to design program to follow-up on ECE graduates.
2. Write parent education competencies and outcome assessment.
3. Meet with other community college and four year university personnel to promote better articulation.
4. Monthly inspections of equipment for safety and maintenance.
5. Research and implement new ideas, technology, and information into all HMFL and ECE areas.
6. Continue NAEYC accreditation for the new child care center.

F. Humanities/Social Science Division
1. Continue to evaluate/monitor course offerings/syllabi.
2. Continue to work with student support services closely.
3. Develop "living lab" for students of Spanish and ESL.
4. Continue to research contemporary art and train instructors in multimedia technology.

G. Learning Resource Center Division
1. Establish improved curriculum and instruction by incorporating linked courses, cultural pluralism, and critical thinking skills into our programs.
2. Conduct outcomes research to review general program effectiveness and success of students who transition to higher levels of instruction and learning. Provide course revision where needed.

3. Library/Media Services will keep pace with changing technology, collection enhancements, library use instruction, and improved service levels for students and faculty.

H. Life/Physical Science Division

1. Review the Diesel Equipment Tech. audio visual library, remove outdated and unused materials and purchase new materials as needed. (Martin)
2. Improve the component storage spaced for the Diesel Program Lab to provide a better student working environment. (Martin)
3. Improvement of applied concepts illustrating lecture material in marine biology, forestry, and botany.
4. Upgrading and revision of writing exercises in science applied to botany and biology.
5. Continue the upgrade in biological and botany equipment accession.
6. Develop long range plans that reflect the comprehensive goals of educational techniques to be incorporated into my classroom responsibilities.
7. Continue to offer physical education courses that promote health and personal wellness through the teaching of healthy and physically active lifestyles.
8. Incorporate new engines (electronic controlled) into the Electrical and Engine classes. (Thode)
9. Evaluate curriculum for Electrical Systems class. (Thode)
10. Modify chem. 165 lab book procedure such that reasons and equations are no longer required next the procedure but with separate pages for these to be written at the student option.
11. Write a new ionic equation section to be added to the Basic Chemistry book as well as a short section on balancing general redox equations.
12. Research, develop, and student test a small simplified spectrophotometer which can be used with equilibrium experiments.
13. Continue to work to encourage students to want to obtain better values in thermodynamic experiments and to assess the movement of thermodynamics in the Chem. 145/155 courses and labs.
14. Continue to introduce the use of Epperdorf pipets into the Chem. 155 spectrophotometic quantitative experiment and access the results.
15. Continue to retype, clarify, and print the Chem. 101 labs on the Macintosh as necessary.
16. Require the students in Chem. 145 to know their valences sooner in the quarter and assess the results.
17. Continue to develop the micro scale approach for the general chemistry labs especially as related to conversion to plastic dropper bottles.
18. Continue to revise/rewrite the physics labs to make better use of the equipment and/or computers. (Vian)
19. Add to the list of examples/demonstrations of the various physics concepts. (Vian)
20. Develop an alternative major field laboratory area to replace the Scammon Creek Experimental Forest which is likely to be harvested. (Bean)
21. Locate alternative minor field laboratory areas to replace current areas that are becoming unavailable. (Bean)
22. Continue the incorporation of new data gathering procedures, and the processing of the data, into the forestry technology courses. (Bean)
23. Develop a power supply fixture and some new labs for ELTR 137. (Taylor)
24. Prepare for new lab exercises in the new edition of McDonald used in ELTR 213. (Taylor)
25. Expand laboratory exercises that utilize DNA or protein electrophoresis. (Garman)
26. Research the potential for using Tardigrades (which can be harvested from moss on campus trees) as a experimental animal in Biology lab exercises. Review the literature to determine cultural requirements. (Garman)

27. Develop on-campus field exercises or simulators to replace those which require van driving. (Garman)
28. Select a new text for ZOOL 251-253. (Garman)
29. By March 1995, provide instruction using Autocad Release 13 for Windows for 24 enrolled students in course CET 112, Introduction to Computer Aided Drafting. (Goodman)
30. By January 1995, provide instruction using updated replacement surveying software for 24 enrolled students in courses CET 121 and CET 122, Surveying II and Surveying III. (Goodman)
31. Update five year equipment purchasing plan incorporating ongoing technical research, instructional technician to continue attending equipment shows and user seminars. (Goodman)
32. Adjust and modify the algebra curricula to better meet the needs of chemistry student. Refine and improve the reform calculus curriculum.(Lovington)
33. Add more effective computer use to calculus. (Lovington)
34. Incorporate more reform calculus ideas into precalculus. (Lovington)
35. Revise Physics 101, 104, 105, 106 curriculum. (Martens)
36. Work to get Physics 101 accepted as a transfer science course. (Martens)
37. Broaden Physics 101 to meet the needs of Electronics students as well as Diesel Tech. students. (Martens)
38. Find one more field trip possibility for Physics. (Martens)
39. Write two new lab exercises for Physics 106/203. (Martens)
40. Create two new demonstrations for Physics. (Martens)
41. The Industrial Electronics lab will incorporate team participation, concepts, and activities in response to Intel's expressed need for employees trained in this area.
42. The communications class (ELTR 225) will incorporate how new labs on phased-lock loops and function generators.
43. The large Amplifier class (ELTR 213) will incorporate construction and testing of power amplifiers as a final project.
44. Review nursing curriculum each quarter and revise next quarter as needed according to state law and community needs.

I. East County Center
   1. Implement two successful learning communities, both infusing diversity issues--Bridging Borders: Latino Voices and Visions (Spanish, literature, humanities) and The American "Salad Bowl" (sociology and English); apply for Title III, curriculum development, or Cultural Pluralism mini-grants to support program development.
   2. Continue to offer all the classes needed for a two-year AA degree and the three year ATA in Information Processing.
   3. More visibly incorporate lecture and collaborative learning components into the day Learning Center program.

II. Meet the Needs of Students Through Effective Support Services

A. Dean of Instruction

Maintain and improve staff support for instructional programs.

B. Associate Dean of Instruction
   1. Expand peer advising to other vocational programs.
   2. Increase support and administration of evening and off campus programs.

C. Assessment
   1. Monitor mini-grants to ensure student needs are met.
   2. Include student on Assessment Committee beginning Fall, 1994.
   3. Communicate State Board "abilities" to the college as a whole.

D. Business Division
1. Provide basic word processing training for academic students.
2. Continue to adapt to needs of special populations.
3. Maintain high visibility on campus committees.
4. Develop an ATA degree in accounting.

E. Home and Family Life/Early Childhood Education Department
1. Expand child care into evening hours.
2. Provide outreach to populations of culturally diverse backgrounds.
3. Purchase new parent education curriculum materials.
4. Provide transportation to teen parents and ECEAP children.

F. Humanities/Social Science Division
1. Support writing lab on campus.
2. Support work of advising committee.
3. Continue to serve on financial aid committee.

G. Learning Resource Center Division
1. Enhance tutorial programs (Peer, volunteer, and grant projects) with the addition of improved training programs, increased funding requests, and student, referral agency and faculty evaluation processes.
2. Improve instruction and instructional support by increasing direct student/faculty or student/support staff levels. (increased lecture/lab mixed courses, use of computer lab faculty, improved staffing levels for night programs.
3. Improve advising by: meeting with advisees more than once a quarter, take part in cross divisional advising training, educate other divisions about our programs, clarify math pre-requisites for technical programs.
4. Encourage faculty and students to utilize the existing Library/Media support services. Increase support levels as staffing and funding levels permit. (Technology, materials, additions to the collections, and general support.)

H. Life/Physical Science Division
1. Research to feasibility of developing a class to assist students from other ethnic backgrounds in improving technical communications which relate to the Diesel Equipment Tech. Program. (Martin)
2. Continue to integrate the Community College Physical Education Mission into the goals of Centralia College.
3. Develop plans for a classroom for the Welding Technology program. Purchase a new set of welding instruction videos.
4. Involve the computer software and TI-85 calculator when possible in the physics 200 series and the math classes I will be teaching next year. (Vian)
5. Review the transfer requirements for the majors that I advise.
6. Work with other departments to facilitate classes for students instruction working for Intel. (Taylor)
7. Improve our storage area. (Taylor)
8. Increase the number of instructional models and videos for laboratory classes--acquire currently unrepresented models or duplicates of existing muscle group models to allow more students to study/review at one time; acquire additional videos/videodiscs to provide applications and enrichments for class discussions--especially in biotechnology. (Garman)
9. Continue revision of written assignment guides by instructional technician. (Goodman)
10. Continue to seek scholarship donations from professional associations. (Goodman)
11. Continue to update instructional equipment and curriculum, especially CAI.
12. Investigate alternate scheduling/staffing patterns for campus lab.

13. Obtain expanded transfer information from BSN programs for interested advisees.
14. Continue use of peer advising assistants (especially fall quarter).

I. East County Center
1. Improve information, registration, cashiering and bookstore services to students through better trained and more consistent office personnel; increase hours of part-time hourly office assistant position from 7 hours/week plus registration times to 11 hours/week plus registration.
2. Increase referrals to ETS and counseling.
3. Identify options for a space that would allow counseling, advising, testing, and administrative work to be less public than the current space allows.

III. Develop Educational Programs in Response to Community Needs

A. Dean of Instruction
1. Evaluate on campus programs against current educational trends.
2. Continue working to identify the educational and training needs of residents in our service area with community organizations, particularly Employment Security.

B. Associate Dean of Instruction
1. Determine educational market needs through community advisory committees.
2. Prioritize resources for the development of new programs.
3. Continue implementation of Tech Prep.

C. Assessment
1. Encourage Business Resource Center project (Cycle of Assessment) in response to community need.
2. Encourage mini-grants that respond to community need.
3. Up-date the college community on workplace needs in conjunction with Cultural Pluralism Workshop of Fall, 1993.

D. Business Division
1. Provide a small computer lab for community workshops.
2. Conduct a survey to determine needs of local businesses.
3. Continue building stronger ties with area high schools.
4. Increase number of community workshops.

E. Home and Family Life/Early Childhood Education Department
1. Develop Tech. Prep Program for ECE Department with local high schools.
2. Develop an assessment tool for ECE graduates.
3. Develop an assessment tool for Parent Education classes.
4. Continue outreach training for day care homes, centers and other ECE personnel in Lewis County, i.e. newsletters, workshops and speakers.

F. Humanities/Social Science Division
1. Carry out program reviews for graphic design and radio/TV.
2. Work with associate dean to develop community service classes.
3. Work with local school districts in articulation agreements.

G. Learning Resource Center Division
1. Coordinate with new training programs to provide basic skills instruction components and/or to reduce or eliminate duplication of efforts and to provide general and library/media assistance as needed.

2. Work with community advisory groups to encourage the smooth flow of information, student transitions to other programs and specific group needs identification. (ABA/ESL/GED/HSC)
3. Encourage division faculty and staff to become involved in community activities, issues, and improvement projects.

H. Life/Physical Science Division
1. Improve communication between area transit authorities and Diesel Program faculty and students to improve the quality of human transportation in the area. Help develop an apprenticeship program for transit companies. (Martin)
2. Improve the function of the Diesel Equipment Tech. Advisory Committee. (Martin)
3. Plan and implement a continuance of the International Studies in natural history to Germany in 1995.
4. To provide courses for professional articulation and for State Board approved vocational programs.
5. Increase enrollment in Diesel Equipment Tech. program to the level needed to justify 2 FTEF. (Thode)
6. Assist in the study being proposed to determine advisability of offering an Environmental Tech. Program. (Thode)
7. Organize the welding students to do some volunteer work in the community in the coming year.
8. Begin an exchange program with local educators in instructional ideas and technology principles.
9. Continue to work with Intel in the process of hiring our graduates. (Taylor)
10. Visit at least one employer workplace. (Goodman)
11. Visit three high school Physics and Math classes and coordinate with their instructors (Martens)
12. Present Physics to young scholars in summer. (Martens)
13. Work for Intel during summer to gain insight into the needs of industry WRT physics and math course for the curriculum. (Martens)
14. Our close association with Intel will continue to be fostered and developed.
15. Reorganize N101 to articulate with tech. prep.
16. Continue to expand and adjust clinical settings to reflect job opportunities and community needs.

I. East County Center
1. Continue to tap the East County Center Advisory Committee for ways to better serve the community.
2. Begin to more effectively address community adult basic education needs and the current lack of program visibility by exploring the feasibility of a non-high school site.
3. Continue to work with Employment Security and other community agencies to identify and respond to community education/re-training needs.
4. Explore expanding offerings in the Mossyrock area, for instance, computer literacy and a more consistent ESL program.
5. Continue, in conjunction with the Centralia College adult literacy program and the Lewis County Literacy Council, to recruit literacy students and volunteer tutors.

IV. Encourage and Support Professional Development of Faculty and Staff

A. Dean of Instruction
1. Encourage faculty to apply for sabbatical leave that enhances professional development.

2. Encourage staff to attend training workshops and continue working on their educational degrees.
3. Seek opportunities for upward mobility of classified staff.

B. Associate Dean of Instruction
1. Identify vocational funds for professional development activities.
2. Provide substitutes to allow vocational faculty to attend important workshops or conferences.
3. Encourage and support each faculty member to develop a professional improvement plan.

C. Assessment
1. Continue mini-grant awards to faculty/staff each quarter.
2. Publicize professional development opportunities in faculty newsletter.
3. Sponsor workshops (eg. Writing Across the Curriculum, General Education Reform) in conjunction with Teaching/Learning Center.

D. Business Division
1. Attend conferences and workshops.
2. Hold a division and/or department planning retreat.
3. Encourage more vocational faculty to do field experience.
4. Encourage participation in professional organizations.

E. Home and Family Life/Early Childhood Education Department
1. Encourage staff to take Spanish to enable communication with our non-English speaking students.
2. Meet with all instructional and classified staff to help develop individual professional development plan.
3. Encourage and support participation in classes, workshops, conferences, and other activities which will enhance skills and knowledge.
4. Provide an in-service training for staff in the form of a speaker or workshop.

F. Humanities/Social Science Division
1. Provide money for two faculty members to attend major conferences.
2. Continue to train faculty in use of multimedia technology.
3. Grant release time to help faculty attend trainings/conferences.

G. Learning Resource Center Division
1. Develop division faculty and staff development plans.
2. Encourage active participation in professional organizations, travel to meetings, conferences, and information sharing.
3. Share information about staff development opportunities with colleagues.

H. Life/Physical Science Division
1. Increased breadth and depth of knowledge in Environmental Science, Marine Biology, and Genetics by reading and attending workshops and seminars.
2. Continue welding instructor's professional improvement programs.
3. Return responses, calls, etc. in a timely manner. (Vian)
4. Attend at least one conference. (Taylor)
5. Continue to participate in professional writing experiences. (Garman)
6. Participate in professional meetings and conferences. (Garman)
7. Provide high schools with more information regarding entrance standards for vocational programs. (Lovington)
8. Attend PNACP conferences April 8. (Martens)

9. Work for Intel as personnel development activity. (Martens)
10. Take a course in Analysis and/or Differential (Martens)
11. Participate in quarterly continuing education activities to keep abreast of issues in education and nursing.
12. Continue involvement in community health programs.
13. Continue to incorporate diversity in the curriculum.

I. East County Center
1. Focus the September in-service for East County Center adjunct faculty on the assessment cycle.
2. Enroll more adjunct faculty in e-mail.
3. Encourage adjunct faculty to attend in-service workshops on campus.
4. Encourage English, Business Education, and Learning Center instructors to actively collaborate with their full-time counter-parts; provide East County faculty with division minutes.
5. Promote the development of one, and possibly two, core adjunct faculty positions at East County Center.
6. Augment training of the East County Center office assistant through her working one day per quarter on campus.
7. Develop with counseling and office staff, questioning strategies that will increase referrals to the counselor and the ETS advisor.

V. Promote a Positive Campus Environment

A. Dean of Instruction
1. Be accessible to students, staff and faculty.
2. Promptly respond to student, staff and faculty requests.
3. Seek broad participation in formulating college policy and on college issues.

B. Associate Dean of Instruction
1. Participate with all departments when appropriate in developing continuing education and new vocational programs.
2. Increase visibility of vocational faculty on campus.
3. Encourage interaction of vocational and academic programs.

C. Assessment
1. Implement Classroom Research Techniques.
2. Stress positive aspects of Assessment each faculty newsletter.
3. Communicate State Board goals to ensure awareness of positive aspects of Assessment.

D. Business Division
1. Begin incorporating TQM into our Division programs.
2. Encourage increasing use of all-campus computer labs.
3. Develop stronger ties with other divisions.
4. Assist staff in developing individual goals.

E. Home and Family Life/Early Childhood Education Department
1. Develop a long range plan for Department buildings.
2. Encourage staff participation in campus wide activities.
3. Provide opportunities for interaction between children and other campus departments when appropriate.

F. Humanities/Social Science Division
1. Improve communication/information flow from instruction office to division.
2. Encourage faculty and students to reflect on ethical behavior.
3. Somehow publish accomplishments of faculty.

G. Learning Resource Center Division
1. Support requests by student who participate in non-fee paying educational programs (ABE, ESL, GED, and adult HSC) to receive student body cards that will provide them with the same rights as students who are enrolled in fee paying educational programs. (library use, student rates for student activities, student voting, entry to athletic events and student dances.)
2. Plan and implement division activities that provide social interaction.
3. Participate in campus-wide committees and organizations.

H. Life/Physical Science Division
1. Make changes to the Diesel Equipment Tech. engine test area to minimize noise and air pollution. thus providing a friendlier environment. (Martens)
2. Continue development of Science Center with computers and lab.
3. Organize a tech. center day where students in different areas can go from department and see what the other group actually does.
4. Continue to develop displays for the Batie Science Center. (Garman)
5. Actively promote the quality programs that are offered here. (Lovington)

I. East County Center
1. Explore ways to relieve over-crowded daytime conditions.
2. Identify the feasible options for relocating outside Morton High School the East County Center office, counseling, advising and testing services, day and evening Learning Centers, and some classes.
3. Adapt student computer use, office activity, and curriculum to the new power PC computers.
4. Encourage the building of the college community through continued student-initiated activities (such as quarter-end potlucks), collaborative learning in the classroom, and implementation of collaboratively developed learning communities.

VI. Provide Effective Administrative Leadership

A. Dean of Instruction
1. Consider and discuss with faculty the possibility of implementing an innovative class schedule.
2. Actively support the learning communities concept.
3. Become more involved in all instructional programs.

B. Associate Dean of Instruction
1. Participate with college programs, particularly vocational.
2. Participate with all advisory committees.
3. Encourage and support strategies to improve vocational program enrollment.

C. Assessment
1. Director and or Chairman will attend State Assessment Conference with faculty team.
2. Communicate to divisions through Committee Divisional Representatives.
3. Disseminate information on statewide Assessment initiatives.

D. Business Division
1. Develop remodeling plan for business building and annex.
2. Increase staff involvement in student leadership activities.
3. Development plan for permanent BRC.
4. Increase staff participation in professional and community organizations.

E. Home and Family Life/Early Childhood Education Department
1. Continue to participate in conferences and training opportunities when appropriate to enhance technical and managerial skills.
2. Continue to involve all staff members in decision making process.
3. Develop master plan and priority list of ECE/HMFL and child care needs.
4. Meet with managers of various programs on a weekly basis.
5. Meet regularly with all staff members.

F. Humanities/Social Science Division
1. Help division do long range planning program/curriculum-wise.
2. Encourage institutions to define its identity and goals.
3. Continue to develop consistency in procedure and decision making.

G. Learning Resource Center Division
1. Facilitate, support, and monitor progress of the review of division programs by division faculty and staff. (monitor short-term often and long term at least twice)
2. Provide leadership to division. (provide some staff-development focused division meetings, involve division members in building and program plans and decisions.
3. Facilitate the continued scheduling of night faculty into day classes to improve the information flow, share information and training, integrate part-time faculty into the division, and improve interaction of night and day faculty members.
4. Library/Media Services faculty will meet more regularly with the division and take an active role in building and program issues.

H. Life/Physical Science Division
1. Continue to work for the replacement of worn out and out-moded laboratory equipment.
2. Continue efforts to reduce paper use by substituting electronic communication.
3. Every Science Division will have a desktop computer by 1995.

I. East County Center
1. The director will attend the Outreach Center Directors' meeting, then implement useful approaches from other centers.
2. Begin the cycle of assessment at the fall in-service meeting.
3. Redesign the director position commensurate with the expectations and duties of the position, or else reduce the duties and expectations to half-time dimensions.

STUDENT SERVICES

. . . opening a campus job center (colocation with Employment Security)

. . . encouraging multi-cultural diversity

. . . developing "new chances"

STUDENT SERVICES

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Student Services

Student Services helps the College achieve its mission by providing leadership, coordination and management necessary to ensure that college resources committed to student services functions are used as effectively as possible in helping students identify, pursue, and achieve their individual goals.

Our Goals

- **To serve the needs and interests of a diverse student population.**
- **To provide a high level of service.**
- **To foster a spirit of community.**
- **To project a positive public image.**
- **To maintain strong effective leadership.**

Our Services

The Student Services unit provides a comprehensive program of integrated student services. This includes academic advising; admissions/records; alumni services; assessment; career planning and counseling; Educational Talent Search project; financial aid and student employment; handicapped services; sports programs; student programs; Student Support Services; testing and placement; veterans services; and women's support services.

STUDENT SERVICES
HIGHLIGHTS IN 1993-94

- Established an Entry Center Task Force which submitted recommendations calling for a reconfiguration of the location of Student Services in an effort to eliminate the duplication of effort and strengthen the delivery of entry services.

- Finalized a Student Employment Task Force study and submitted a report outlining recommendations for changing the way the College Work Study and Student Employment Programs are administered. Changes will be implemented during the 1994 summer quarter.

- Successfully planned and implemented the Workforce Training projects by Instruction and Student Services. Counselors and Student Job Center staff taught modules in the "New Chance" pilot project. The Assistant Director of Financial Aid worked closely with Employment Security staff to identify qualified workforce students and awarded resources to meet their needs.

- Planned and implemented a successful International Student Program that admitted fifteen students from several countries. The program is being expanded and a full-time Coordinator will be hired for 1994-95.

- Completed a successful sports season: the Lady Blazer volleyball team qualified for regional playoffs, and both the men's and women's basketball teams qualified for regional and state playoffs (first time in the college's history). The men's basketball team captured third in the NWAACC State Tournament which is the best finish by a Washington State Community College. Many student athletes were selected to all league teams and received special recognition. Two coaches were selected for "Coach of the Year" recognition awards.

- Accomplished one of the smoothest Fall start-ups at Centralia College. The Financial Aid Office made awards prior to Fall Quarter registration to all on time applicants and late applicants through August 15, in spite of a 71% increase in applications over the past several years.

DEPARTMENT: DEAN OF STUDENTS

The Dean of Students reports to the College President and is a member of the President's Cabinet and Management Action Council. The Dean is responsible for overall planning, implementation, and evaluation of the Student Services Programs which includes: admissions/records; assessment; financial aid and student employment; Student Job Center; academic advising; career planning and counseling; special needs/handicapped services; Title IV projects; Educational Talent Search, Student Support Services; alumni services; Centralia College Scholarship Program; veterans services; special populations; sports programs; student programs; and specific aspects of Title III projects.

STAFFING: The staff of the Dean of Students' Office consists of the Dean and one full-time Administrative Assistant. The Student Services staff in 1993-94 includes the following personnel:

- Director of Admissions and Records, 1 Credentials Evaluator (Program Coordinator), 1 Program Assistant I, 1 Office Assistant III, and 1 regular part-time Office Assistant II, and 1 part-time Program Coordinator
- 2 full-time and 2 part-time Counselors, 1 Special Populations Coordinator and 1 Program Assistant
- Half-time Director of Educational Talent Search, 3 full-time and 2 part-time Program Coordinators, 1 quarter-time Lead Secretary and 2 part-time Office Assistants
- Director of Financial Aid and Student Job Center, 1 Assistant Director, 2 Program Coordinators, 1 Program Assistant, 1 assistant assigned to the office from Employment Security and 1 part-time hourly Office Assistant
- Half-time Athletic Director and Director of Sports Programs, part-time Coaches and Assistant Coaches for four sports, part-time Athletic Trainer and 1 half-time Program Assistant
- Student Programs Manager and 1 part-time Program Assistant
- Director of Student Support Services, 1 Counselor, 1 Transfer Specialist, 1 three-quarter time Secretary, 1 part-time Program Assistant and 2 part-time Instructional Technicians
- Part-time International Student Programs Coordinator
- Part-time Special Needs Coordinator
- Student Employees

COMMITTEE SERVICE BY THE DEAN OF STUDENTS:

In the Community College and Regional System:

- Washington State Student Services Commission, Executive Board
- Liaison to the Career and Employment Services Commission
- Student Success Strategies Conference
  - Conference Planning Committee, Co-Chair Session Presentation 1993
  - Executive Board Member
- Washington State Campus Compact
- National Association of Student Personnel Administrators
- AACJC - National Association of Student Development
  - Washington Coordinator
- State Board of Community and Technical Colleges
  - People of Color Participation and Diversity Committee
  - Workforce Training Goals and Priorities Committee
  - Americans with Disabilities Implementation Training Project Committee
  - Regulatory Resource Guide Update Committee

On Campus:

- President's Cabinet
- Management Action Council
- Student Services Cabinet
- International Task Force
- Multicultural Committee
- College Council
- Student Services Committee, Chair
- Advising Steering Committee
- Centralia College Alumni Association Board
- New Student Orientation
- Centralia College Scholarship Committee
- Services and Activities Fee Budget Committee
- Diversity Assessment Committee
- Cultural Pluralism Infusion Project
- People of Color Participation and Diversity Committee
- Running Start Advisory Committee
- International Steering Committee
- Publication Review

In the Community:

- Chamber of Commerce Education Committee

BUDGET:

Annual Operating Budget for 1993-94	$	804,648
International Student Programs		27,737
Grants:		
Educational Talent Search		218,000
Student Support Services		206,052
Cultural Pluralism		4,200
Co-location (Workforce)		50,000
Student Community Service Program		15,000
Other Budgeted Items:		
Associated Students of Centralia College		177,800
Financial Aid and Scholarships		2,200,000
TOTAL 1993-94 BUDGET	$	3,703,437

ACCOMPLISHMENTS FOR 1993-94

- Selected and trained a new Director of Student Support Services. Appointed and trained an Interim Director of Educational Talent Search.
- Planned, developed and implemented an International Student Program pilot project.
- Planned and developed staff development workshops and a retreat for the Student Services Staff.
- Planned and developed the Student Job Center program (Co-location Project).
- Attended diversity training through the Washington Center's Pluralism Cultural Infusion Project and served as a member of Centralia College's Implementation Team.
- Actively involved with the planning, development and implementation of the College Council.

DEPARTMENT: ADMISSIONS AND RECORDS

MISSION: The Admissions and Records Office is responsible for the accurate and timely processing and maintenance of student records relating to admissions, registration, enrollment information, course information, grades, class schedules, and veterans issues. The Admissions and Records Office is responsible for the maintenance of the computerized records management system called the Student Management System (SMS). Other services provided are the development and dissemination of admissions information, the coordination of high school/college relations activities, the Running Start program, marketing activities, and the coordination of commencement.

STAFFING: The staff of the Admissions and Records Office consists of a Director, a Credentials Evaluator (Program Coordinator), Program Assistant I, Office Assistant III, two student workers in Registration and Records and six student workers in Admissions, one regular part-time employee (Office Assistant II) in Registration, one regular part-time employee (Program Coordinator) in Admissions, and occasional part-time employees.

COMMITTEE SERVICE BY THE DIRECTOR:

In the Community College System:

- Washington Association of Community College Registrars & Admissions Officers (WACCRAO)
- Washington Council on High School/College Relations (WCHSCR)
- Inter-College Relations Commission, ICRC liaison
- Student Services Computing Group of Washington (SSCG)
- Pacific Northwest Association of College Admissions Counselors (PNACAC)
- Pacific Association of College Registrars and Admissions Officers (PACRAO)
- Running Start Advisory Committee (State-wide)

On Campus:

- Management Action Council
- Academic Standards Committee
- Instructional Council
- Student Services Cabinet
- Advising Steering Committee
- College Council
- Commencement Committee, Chairperson
- Enrollment Management Committee, Chairperson
- Distinguished Alumnus Committee, Co-Chairperson
- Tenure Committee, Chairperson
- Running Start Advisory Committee, Chairperson
- Diversity Action Plan Committee
- Student Success Strategies Committee
- Financial Aid Appeals Committee
- Admissions Hearing Committee, Chairperson
- New Student Orientation Committee
- Student Support Services Director Screening Committee, Chairperson
- International Student Programs Committee
- Committee on Committees DTF
- Invocation/Benediction Commencement DTF
- Entry Center Task Force

BUDGET: The annual operating budget for 1993-94 is $180,694.

ACCOMPLISHMENTS FOR 1993-94

- Participated as a member of the newly formed College Council.
- Involved in the time-consuming process of identifying and tracking Workforce Training students as well as continued tracking of timber waiver students.
- Continued to Chair the Running Start Advisory Committee composed of campus faculty and staff as well as area high school principals and counselors. Disseminated 1993-94 changes in the Running Start law to all high schools participating in the Running Start Program. In the process of developing a plan for mandatory orientation for eligible Running Start students and their parents or guardians. Began using the new form developed by SPI for reporting monthly enrollments of Running Start students and began using computerized enrollment data to attach to the form.
- Involved in the planning, development and implementation of the International Student Program.
- Implemented the Admissions Hearing Committee to individually review the requests for admission by students under 17 years of age.
- Continued marketing Centralia College through the efforts of the Admissions Team. Revitalized the Enrollment Management Committee to develop short and long range recruitment goals for Centralia College.
- Provided lead responsibilities for the advising logistics and for the development and production of the faculty advising handbook.
- Served and prepared information/data for the following DTF's/Committees: Invocation/ Benediction Commencement DTF, Committee on Committees, Sports DTF, Computer DTF, Diversity Action Plan Committee, Entry Center Task Force, Enrollment Management Committee, in addition to previous commitments to other committees.

DEPARTMENT: COUNSELING AND CAREER CENTER

MISSION: Counseling staff reports to the Dean of Students to whom they are responsible for planning, organizing, marketing, implementing, and evaluating career planning and counseling, advising, testing, and placement.

STAFFING: Included are two full-time (one of whom serves as Coordinator) and two part-time Counselors, a Special Populations Coordinator, and a Program Assistant. One part-time counseling staff member includes a part-time Counselor for the East County Center.

COMMITTEE SERVICE BY STAFF:

- Advising Steering Committee
- Communications Workshop
- Instructional Council
- International Student Advisory Committee
- New Student Orientation Planning
- Tenure Committees
- Running Start Advisory Committee
- Student Services Cabinet
- Financial Aid Appeals Committee
- Wellness Committee
- Budget and Review Committee
- Entry Center Task Force
- Counseling Staff Meetings
- Workforce Training
- Cultural Pluralism Infusion Team
- Testing Task Force
- College Council
- Outcomes Project
- FIPSE Grant

BUDGET: The annual operating budget for 1993-94 is $127,800.

ACCOMPLISHMENTS FOR 1993-94

- Increased the number of Student Success Course sections being offered.
- Improved Scholarship Information System.
- Conducted periodic in-service sessions on specific topics.
- Increased collaboration with ETS/SSS staff.
- Continued to develop and refine computer-aided systems, including researching new software programs appropriate to the Career Center.

DEPARTMENT: EDUCATIONAL TALENT SEARCH

MISSION: Educational Talent Search is a federally funded program administered by Centralia College which provides outreach and support services to students and adults who wish to continue their secondary or postsecondary education. The Educational Talent Search program is a comprehensive counseling and referral program that provides free academic, vocational, career, and financial aid information to persons over 12 years of age. The goals of the program are to help participants complete high school or the GED and to assist participants in entering college or vocational schools. Two-thirds of program participants are expected to meet eligibility criteria of low income and first generation college student.

STAFFING: The ETS Office consists of a half-time Director, three full-time and two part-time Program Coordinators, one quarter-time Lead Secretary and one part-time Office Assistant.

COMMITTEE SERVICE BY STAFF:

In the Community College System:

- Northwest Association of Special Programs (NASP)
- National Council of Educational Opportunity Associations (NCEOA)
- Washington State Campus Compact
- AmeriCorps Learn and Serve America

On Campus:

- Management Action Council
- Student Services Cabinet
- Running Start Advisory Committee
- Communications Workshop
- SAIL Advisory Board
- Tech Prep Consortium
- Campus Council
- External Funding
- Entry Center Task Force

BUDGET: The operating budget for September 1, 1993 - August 31, 1994 is $218,000 in federal funds. Plus a Student Community Service Program for $15,000.

ACCOMPLISHMENTS FOR 1993-94

- 100% of middle school and high school students (grades 7-12) participating in the project were retained or completed high school.
- Documented that 46 of the 47 adults served (98%) continued on to postsecondary education. The rate of postsecondary continuation of ETS high school students was 93%, exceeding the average rate of the high schools served (52%) by 41%.
- Supported three ETS students' participation in the *Young Scholars Project* at Centralia College. Two students participated in the *Regional Math* and *Upward Bound Project* at the University of Idaho.

DEPARTMENT: FINANCIAL AID AND STUDENT JOB CENTER

MISSION: The mission of the Financial Aid and Student Job Center Office is to provide access to post secondary education for needy students by removing cost barriers and by facilitating entry and persistence in college. The staff and student workers of the Financial Aid and Student Job Center Office strive to maintain a supportive and flexible atmosphere that is sensitive to all students. In addition, the office coordinates its services and programs with other existing programs that enhance student development and success.

STAFFING: The Financial Aid staff in 1993-94 includes the Director of Financial Aid and Student Job Center, a full-time Assistant Director, two full-time Program Coordinators, one full-time Program Assistant, and one part-time Office Assistant. The Student Employment Program Coordinator supports both Cooperative Education and the Student Job Center. Federal Work Study students also assist the full-time staff members. Through the support of Employment Security, a full-time Employment Specialist is located in the Student Job Center.

COMMITTEE SERVICE BY DIRECTOR:

On Campus:

- Student Services Cabinet
- Management Action Council
- Student Employment Task Force, Chair
- Financial Aid Appeals Committee, Chair
- Budget Review and Planning Committee
- Child Care DTF
- SSS Transfer Coordinator Selection Committee, Chair

COMMITTEE SERVICE BY STAFF MEMBERS:

- Staff Steering Committee
- Classified Staff Training Committee
- Business Education Advisory Committee
- Centralia College Scholarship Committee
- Student Employee of the Quarter Committee
- Washington State Association of Student Employment Administrators
- Sports Program DTF
- Budget Review and Planning Committee
- Women's Athletic Commissioner
- NWAAC Executive Board
- Workforce Training Development Committee
- Entry Center Task Force

BUDGET: The annual operating budget for 1993-94 for the Financial Aid and Student Job Center Office is $196,041. The office is directly responsible for the administration of federal Title IV and state student aid funds totalling $2.2 M.

ACCOMPLISHMENTS FOR 1993-94

- Completed the Student Employment Task Force study and made recommendations.
- Responded to the significant increase in aid applications by changing hourly part-time position to full-time Program Assistant I.
- Reorganized Student Job Center office in collaboration with Employment Security and implemented a two-year Co-location project.
- Implemented Workforce Training financial aid programs and coordinated procedures/processes with campus departments, Employment Security agencies, and current and prospective students.
- Implemented and processed Electronic Student Aid Reports.
- Redesigned financial aid office space for better work flow and activities, quiet zone, and ESAR transmission.
- Began articulation on Student Emergency Loan program.
- Offered additional "Partners" and work study workshops.
- Expanded and improved Job Fair '94 focusing on enhanced market techniques.

DEPARTMENT: HANDICAPPED AND SPECIAL NEEDS PROGRAM

MISSION: Centralia College is committed to providing equal access to all students through the removal of architectural and attitudinal barriers. It is the policy of Centralia College to comply with all laws that prohibit discrimination on the basis of disability. Compliance means that no, otherwise qualified, person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any service, program, or activity operated by Centralia College.

STAFFING: The Special Needs Office consists of a part-time Coordinator.

COMMITTEE SERVICE BY DIRECTOR:

In the Community College System:

- Washington Association of Postsecondary Educators of the Disabled
- Resource to Washington and Oregon community colleges and the U.S. Department of Education on working with students with learning disabilities

On Campus:

- Student Services Cabinet
- Advising Steering Committee
- Budget Review and Planning Committee
- Tenure Committee
- Campus Physical Access Committee
- PUSH (People United to Serve the Handicapped)

BUDGET: The annual operating budget for 1993-94 is $28,206.

ACCOMPLISHMENTS FOR 1993-94

- Met with PUSH and area high school special education instructors to facilitate smooth transition for high school graduates coming to Centralia College.
- Provided sign language interpreters at all graduations held on campus (regular college graduation, GED graduation and 2 New Chance graduations).
- Provided sign language interpreters for out of class activities for 3 students including the "Cispus Experience" and Business Management Association activities.
- Got voice-activated computer up and running for use by students with disability.

DEPARTMENT: SPORTS PROGRAMS

MISSION: The Athletic Department is responsible for administering the following interscholastic sports programs: Women's and Men's Basketball, Women's Volleyball, and Men's Baseball. The Sports Programs Office processes eligibility forms, develops and monitors team budgets, develops game schedules, oversees recruitment of athletes, helps in fund raising activities for scholarships, and promotes all sporting events and activities.

STAFFING: The Sports Programs Office consists of a half-time Athletic Director and Director of Sports Programs, a half-time Program Assistant, Coaches and Assistant Coaches for four sports, and a part-time trainer.

COMMITTEE SERVICE BY DIRECTOR:

In the Community College System:

- Northwest Athletic Association for Community Colleges (NWAACC)
- Athletic Commissioner
- Services and Activities Fee Budget
- Men's Basketball Committee, Co-Chair

On Campus:

- Management Action Council (MAC)
- Student Services Cabinet
- Services and Activities Fees Budget

BUDGET: The annual operating budget for 1993-94 is $ 52,543.

ACCOMPLISHMENTS FOR 1993-94

- Completed a successful season for the Lady Blazer Volleyball team qualifying for regional playoffs. Rana Brower, Marti Jacobson and Trish Neilson selected to participate in NWAACC All-Star Volleyball Game. Marti Jacobson and Trish Neilson selected First Team All League Western Region Volleyball. Bill Lash selected Coach of the Year Western Region Volleyball.

- Qualified for regional and state playoffs in Men's and Women's Basketball teams (first time in college history).

- Captured third in the NWAACC State Tournament by the Men's Basketball team, best finish by a Washington State Community College. Shane Schutz recognized as the "Most Inspirational Player" at the NWAACC State Tournament. Sean Cassidy and Tracey Thomas were selected as Western Region NWAACC Second Team All League performers. Shane Schutz and Shon Ten Kley recognized as Honorable Mention selections for the Western Region All League teams.

- Recognized several female athletes: Kui Maunakea selected First Team All League Western Region Basketball, also selected for All-Star Game; and Diona Ravencroft selected Second Team All League Basketball.

- Selected as "Coach of the Year" Western Region Basketball by NWAACC for Bob Peters.

- Hired Karen LeDuc, Women's Basketball Assistant Coach.

- Coordinated the Third Annual Booster Club Golf Tournament that attracted over 160 golfers. All proceeds go to athletic scholarships.

- Inducted four members into the Sports Hall of Fame: LeeAnn Johnson, Sara Zaikowski, Toni Breckel, and Gordon "Bud" Snaza.

DEPARTMENT: STUDENT PROGRAMS

MISSION: The Student Programs Manager reports to the Dean of Students and is a member of the Management Team. The Manager is responsible for overall planning, implementation, and evaluation of the Short Term Loan Program and the Student Programs area: student government leadership, budget for all student programs and clubs, programming of all campus activities, support services to other Student Services departments, and advisory of student life issues and concerns.

STAFFING: The Student Programs Office consists of the Manager, a half-time Office Assistant, one part-time student office assistant, one part-time graphic illustrator, four Activities Board members, and six Senate members.

COMMITTEE SERVICE BY MANAGER:

In the Community College System:

- Association of College Unions - International
- National Association of Campus Activities
- Council of Union and Student Programs
- National Orientation Directors Association
- Washington State Substance Abuse College Task Force
- Washington State Substance Abuse Coalition

On Campus:

- Multicultural Committee
- Short Term Loan Committee
- New Student Orientation Committee
- Enrollment Management
- Management Action Council (MAC)
- Services and Activities Fees Budget
- Student Services Cabinet
- Publications Review

BUDGET: The operating budget for 1993-94 is $ 42,549 plus the ASCC Services and Activities Fee Budget of $177,800.

ACCOMPLISHMENTS FOR 1993-94

- Successfully coordinated and implemented an "On Stage" production in Corbet Theater on April 1, 1994.
- Submitted a federal Fund for the Improvement of Postsecondary Education (FIPSE) grant for substance abuse prevention.
- Sponsored events for Drug Free Washington Month in April.
- Successfully coordinated and implemented a leadership workshop for ASCC Senate and student funded programs participants.
- Implemented several recreational programs for students.

DEPARTMENT: STUDENT SUPPORT SERVICES

MISSION: Student Support Services is a federally funded TRIO program administered by Centralia College.

The purposes of the Program are: to identify disadvantaged college students who are enrolled or accepted for enrollment by Centralia College and to provide them with support services which will facilitate their persistence, graduation and/or transfer to baccalaureate institutions and foster institutional climate supportive of their success.

STAFFING: The Student Support Services Office consists of a full-time Director, a Counselor, a Transfer Specialist, a Secretary, one part-time Program Assistant and two part-time instructional technicians who coordinate Math and Reading & Writing Labs (for tutoring). Student workers are employed as office aides as needed. A total of three peer tutors and two office aides now work for the Program.

COMMITTEE SERVICE BY DIRECTOR:

In the Community College System:

- Northwest Association of Special Programs

On Campus:

- Management Action Council
- Student Services Cabinet
- International Student Program Committee
- Diversity Action Plan Task Force
- Cultural Pluralism Infusion Project
- Counselor Screening Committee, Chair

BUDGET: The operating budget for September 1, 1993 - August 31, 1994 is $206,052

ACCOMPLISHMENTS FOR 1993-94

- Publicized the Program's goals and activities as well as enhancing its image on campus.
- Successfully served 215 students in the first two quarters of 1993/94. 90% of these students have maintained a cumulative GPA of 2.5 or above.
- Accepted 115 new applicants into the project during the first two quarters of the year. Applicants completed intake, assessment, orientation and development of Individual Education Plan.
- Provided 40 texts to 26 students Fall Quarter and 43 texts to 29 students Winter Quarter through the Textbook bank.
- Established a Participants Advisory Committee to facilitate communication between the staff and students and enhance the program's planning direction.
- Collaborated with other constituencies of campus to developed a plan to centralize the program's Reading and Writing Center and coordinate a tutoring course.

STUDENT SERVICES
GOALS ADDRESSED IN 1993-94

I. Maintain High Standards of Instruction

A. Dean of Students

1. Assist in the identification and development of courses and services which maintain a quality level of instruction.
   Response: Added courses in Career Planning, "The Freshman Experience" and additional sections of Student Success in an effort to meet the increasing demand of students and ensure the success of students. Worked closely with the Office of Instruction to develop and/or improve programs in Running Start and Workforce Training. Served on the SBCTCW Workforce Training Committee to establish essential elements and action plans for the 1994-95 Workforce Training Program.

2. Assist with the planning, development and implementation of the Cultural Pluralism Infusion project.
   Response: Attended the Cultural Pluralism Summer Institute and actively served on the implementation and planning committees. Assisted with the development of the Implementation Plan and the selection of the mini-grant projects.

B. Admissions and Records

1. Continue to communicate enrollment data and student demographic data to Executive Committee and campus constituents.
   Response: Assumed some of the enrollment reporting functions formerly performed by the Office of Instruction. Distributed a summary of student demographic and enrollment data for Fall, 1993, to the President's Cabinet, the College Council, the ASCC officers and the campus community. Prepared enrollment reports comparing ear-to-year FTEs and headcount, quarterly enrollment analysis and projected target enrollment with actual enrollments for the 1st, 5th, 15th, 25th and 35th class days. Submitted to the President's Cabinet the final quarterly enrollment report that is prepared after the final MIS reports are run for the SBCTC. Produced and presented enrollment reports and demographics on the Running Start Program, high school enrollment trends, demographic profile of our student population. Reports were presented to the Student Services Cabinet, the Board of Trustees and various campus committees.

2. Enhance the quality of instruction by extending support services; i.e. Advising Handbook, Academic Assistance Alert, Degree Audit.
   Response: Continued collection of "Academic Assistance Alert" rosters from the faculty and distributed AAA letters to students needing assistance to successfully complete classes each quarter. Continued the preparation of Degree Audits and mailing them to students prior to their advising appointments. Updated, prepared and produced the Advising Handbook for all faculty advisors. Coordinate the logistics for advising and registration each quarter.

3. Serve on campus committees related to Instruction; i.e. Instructional Council, Academic Standards, Advising Steering Committee, Tenure Committee, etc.
   Response: Chaired a Tenure Committee. Participated on Instructional Council. Worked with two division chairs on drafting a new "Attendance Policy" that was presented to the Instructional Council and accepted. Worked with the Dean of Instruction on Running Start issues, enrollment, calendar planning, etc. Served on the Advising Steering Committee and coordinated the advising/registration process for matriculated students.

C. Counseling/Career Center

1. Finalize plans for use of Counselor Disclosure/Confidentiality Statement to be used with personal counseling clients.
   Response: Delayed, waiting for clarification of statewide counselor practice standards before taking action.

2. Continue to pursue request for enclosed office for part-time counselor for purpose of student confidentiality.
   Response: Have pursued, awaiting a response to the "Entry Center Proposal" and/or an alternative option.

D. Educational Talent Search

1. Continue services to 650 ETS participants including middle school and high school youth and adults returning to school.
   Response: Served 722 participants in 1993: 207 middle school students, 468 high school students and 47 adults. Provided services to all 14 schools in the target area.

2. Develop the curriculum for high school students in conjunction with the middle school curriculum.
   Response: Implemented "The National Career Development Guidelines", a comprehensive career guidance program for elementary, middle school, high school and adults.

E. Financial Aid and Student Job Center

1. Continue to process applications in a timely manner to ensure student success in school.
   Response: Awarded students with completed applications on a weekly basis. More students, including late applicants, received their financial aid prior to the first day of fall quarter.

2. Design a College Work Study and Student Employment program that will better serve instructors and the campus as a whole.
   Response: Chaired the Student Employment Task Force which was created to look at the entire student employment picture. Representatives from Personnel, Payroll, Business Services, Library, Tutoring, and the Student Job Center comprised the task force. Recommendations included self referral for institutionally funded positions, establishing two accounts (one for Federal Work Study and one for institutional hourly), changing the procedure for posting available positions, and much more.

3. Determine whether the Student Job Center Office can require mandatory attendance at "Partners" training session.
   Response: Discussed situation and decided that mandatory "Partners" training session could be required if workshops were held prior to school starting. Would need to develop calendar and coordinate with the Registration Office.

F. Handicapped and Special Needs Program

Continue to educate and support faculty, who have special needs students in their classes, with ideas that will help them teach their class and not compromise their standards while meeting the accommodation needs of students.
Response: Supported three new instructors by providing accommodations for students. Purchased and made available to staff a video tape on working with sign language interpreters.

G. Sports Programs

1. Develop coordinative support programs with other areas on campus for high risk student-athletes who need additional academic assistance.
   Response: Referred high risk students to faculty and to the Student Support Services program.

2. Improve academic tracking methods on all student-athletes.
   Response: Continued tracking on student athletes by utilizing grade check forms to instructor.

3. Continue to improve student success in academics by utilizing study sessions.
   Response: Provided study sessions or the student-athletes on a weekly basis by utilizing the coaching staff and tutors when available.

H. Student Programs

1. Continue in providing the Classroom Connection series.
   Response: Coordinated with faculty to provided six Classroom Connections.

2. Research Student Development models.
   Response: Was unable to fully attain this goal. Have carried this over for next year.

I. Student Support Services

1. Provide academic support services which promote retention, graduation, and transfer of students.
   Response: Provided academic counseling to 84 students with 145 contacts Fall Quarter. Provided 47 students (93 contacts) with transfer planning assistance Fall Quarter. Contacted all SSS students not meeting college academic or financial aid standards for Fall and Winter Quarters to provide academic problem solving and assistance.

2. Provide academic assistance for completion of basic skills.
   Response: Assisted a total of 51 students (302 contacts) for Fall and Winter Quarters in the SSS Math Lab (drop-in tutoring). Assisted a total of 52 students (170 contacts) Fall and Winter Quarters in the SSS Writing Lab (drop-in tutoring). Reviewed SSS participants' progress quarterly towards remediation of basic skills deficiencies and encouraged completion of basic skills proficiency classes during the first year of enrollment.

3. Provide cultural enrichment activities which support classroom achievement.
   Response: Distributed a regional cultural events calendar quarterly to all 215 SSS participants. Sponsored field trip to Wolf Haven during Fall Quarter. Provided 10 tickets to the Centralia College play each quarter, and several tickets to the Northwest Wind Symphony and Chehalis Ballet Center co-concert Winter Quarter. The SSS Director also gave a campus presentation on African culture during the Winter Quarter.

II. Meet the Needs of Students Through Enhanced Support Services

A. Dean of Students

1. Assist with the development of the pilot project (pending legislative approval) for co-location of Employment Security functions with Student Employment to serve mutual clients.
   Response: Commenced planning between Employment Security and Student Services at the beginning of Fall Quarter, the new Student Job Center opened in November. Conducted

an assessment of campus and community services in an effort to clearly focus the services of the Student Job Center and eliminate the possibility of duplication. Continue on-going planning and coordination with Employment Security.

2. Continue to evaluate the services provided with an emphasis to reduce any duplication and provide the same level of quality.
   Response: Formed an Entry Center Task Force to examine the services offered to entering students and the general public, as well as to look at the services offered to all students. Issued a report which recommended relocating a number of services which would result in the elimination of duplication and better delivery of services. The recommendations outlined in the report are currently being studied and will be fully considered during the Spring Quarter.

B. Admissions and Records

1. Continue training of faculty on degree audit. Also enhance degree audit by developing process for including transferred-in courses on audit for ease in student and faculty advisor use.
   Response: Completed enhancement of the Degree Audit to allow transferred-in courses to appear on the audit. Continued training of faculty on use of the Degree Audit and SMS screens.

2. Continue to develop cooperative programs with area organizations, business, industry, and educational entities in order to promote student success.
   Response: Chaired the Running Start Advisory Committee which is composed of campus faculty and staff as well as area high school principals and counselors. Coordinated Running Start Information Nights with high schools and communicated Running Start information and changes in the law to all area high school principals and counselors. Continued to refine and develop marketing efforts for Centralia College through the Admissions Team, and participation in high school/college conferences, college fairs, high school visitations, SWW Fair, etc.

3. Plan, develop, and implement the Admissions Module with assistance from the Computer Center.
   Response: Delayed due to increased workload with high enrollments and additional committee assignments. Plan to discuss benefits of the module with other community colleges who have implemented the module before beginning implementation.

4. Continue to coordinate Commencement, 1994 and co-chair Distinguished Alumnus Committee.
   Response: Chaired the Commencement Committee for 1994 and also acted as a resource person on the Disappearing Task Force assigned to the issue of the invocation and the benediction at Commencement. Co-chaired the Distinguished Alumnus Committee which selected Dr. Marion Oppelt, community college educator and administrator who was the first President of Fort Steilacoom Community College, now Pierce College.

5. Participate on the International Student Advisory Committee to promote support services for international students.
   Response: Involved in recruitment and promotional efforts of the new International Student Program. Plan to admit 35 international students to Centralia College for 1994-95.

C. Counseling/Career Center

1. Consider developing a program of activities and a self-help guide (handout) for pre-majors.
   Response: Developed a one-page flyer of recommendations for pre-majors.

2. Further improve utilization of Vocational Resource Advisor/Special Populations Coordinator with Counseling/Career Center.
   Response: Clarified the role, function, and supervision of position. Coordinated efforts and the Coordinator is assisting with Career Center office functions.

3. Improve self-service aspect of transfer and scholarship information sources. Develop a handout guide identifying resources in the Center for use by Orientation tour groups; improve list of available scholarships by including deadline dates.
   Response: Developed a request form for scholarship information, as well as a notebook containing copies of all available scholarships. This information is available to the public.

D. Educational Talent Search

1. Provide services to each student according to the individual Learning Assistance Plan (LAP).
   Response: Provided services that included: career exploration activities, financial aid assistance, academic assistance, tutorial assistance, cultural activities, college campus visits, and dissemination of information per each individual LAP. Students are served a minimum of twice each year.

2. Develop a summer youth program for implementation in the next funding cycle.
   Response: Incorporated a summer program in the new funding cycle.

3. Encourage ETS youth to participate in the Young Scholars Program and the Regional Math and Science Upward Bound Projects.
   Response: Supported two ETS students' participation in the "Young Scholars Project" at Centralia College and two students in the "Regional Math" and "Upward Bound Project" at the University of Idaho.

E. Financial Aid and Student Job Center

1. Promote the Student Support Service program for students needing various support services to stay in school.
   Response: Coordinated services with the Student Support Service (SSS) program; collaborated efforts in the presentation of financial aid high school workshop, required students with approved Appeals to meet with a SSS staff monthly, promoted SSS services at loan entrance/exit interviews and at the counter when assisting students in completing their application.

2. Investigate the possibility of a computerized format for preparing student resumes.
   Response: Examined several formats. The Student Job Center is interested in purchasing a software program that can be either IBM or Macintosh compatible.

F. Handicapped and Special Needs Program

1. Continue to have the Special Needs Office open and staffed at hours that are convenient to regular day students.
   Response: Opened the Special Needs Office at least two hours each morning and two hours each afternoon. Hired a student worker, with the ability to sign, who was

available for part of this time. Made time available during breaks and the summer on an as-needed basis by appointment.

2. Provide limited appointment hours during the evenings for the first two weeks of each quarter and throughout the summer.
   Response: Opened the office during the summer months by appointment. Plans to keep the office open during the evenings of the first two weeks of each quarter are being considered.

G. Sports Programs
1. Continue to offer quality programs in the four sports offered at Centralia College.
   Response: Completed a successful seasons in women's volleyball and basketball, and men's basketball and baseball. Men's & Women's basketball teams qualified for NWAACC StateTournament. Men's team finished 3rd in the NWAACC State Tourney.

2. Research the feasibility of adding more intercollegiate sports for females.
   Response: Worked on Sports Program Disappearing Task Force. Continued to explore the potential of adding another women's intercollegiate sport. Surveyed local high schools for additional input.

3. Evaluate and review existing intercollegiate athletic programs.
   Response: Evaluated programs and noted that Centralia College compared favorably in the following areas: (1) coaching effectiveness, (2) equipment, and (3) playing facilities: although in some cases not as modern, but functionally adequate. Budget comparison showed that the overall budget is comparable to other institutions within our association.

4. Explore ways to improve study table sessions by utilizing tutors for student-athlete.
   Response: Provided study sessions and utilized the campus tutoring program. Referred high-risk students to Student Support Services.

H. Student Programs
1. Provide leadership workshops for all students.
   Response: Provided one on-campus leadership workshop that was open to all students who participated in student-funded programs and took a total of 40 students to two off-campus leadership workshops.

2. Assess and address the needs of students.
   Response: Assessed the drug and alcohol use of the students on campus through the CORE Drug and Alcohol Survey. Actively participated in the writing of a FIPSE grant to address issues of student drug/alcohol prevention and wellness programs.

I. Student Support Services
1. Monitor the academic progress of students quarterly, to achieve program goals. (80% of participants will achieve a GPA of 2.5 or above).
   Response: Checked student progress quarterly: 90% of SSS students maintained a cumulative GPA of 2.5 or above after Fall Quarter. Contacted and offered additional academic assistance to the SSS participants with a GPA below 2.5 GPA or a completion rate less than 75%.

2. Assess the needs of students and provide services appropriate to the student's Individual Educational Plan (IEP), quarterly.
Response: Ensured that every student is seen at least once quarterly by the staff. Reviewed student files/IEP quarterly to identify appropriate services to offer each quarter.

III. Develop and Market Educational Programs in Response to Community Needs

A. Dean of Students

1. Continue to evaluate marketing efforts for all instructional and service programs.
Response: Made a number of creative/innovative efforts to promote service programs in an effort to market the programs and services to students and keep faculty/staff informed. Increased marketing efforts for Scholarship, Financial Aid and the Student Job Center. Monitored and evaluated general recruitment, visitations, promotional materials, fairs, and related activities.

2. Continue to target issues identified in the "Perceptions of Student Services survey.
Response: Created a Disappearing Task Force on Sports Programs to review program and identified athletic issues from the survey. Student Services' managers/coordinators were urged to incorporated the results of the survey into goals and action plans.

B. Admissions and Records

1. Continue to provide information to prospective students in a timely and image-conscious manner.
Response: Responded to inquiries about Centralia College within 48 hours of request. Presented college information in attractive "Admissions Information" envelopes with a quality folder, color brochure and "Guide to Success" enclosed.

2. Continue to participate in student development projects to promote student success.
Response: Participated in the Student Success Strategies Conference in Portland. Agreed to a two-year commitment to be on the Conference Planning Committee for the 1995 Student Success Conference with other community college administrators from Washington and Oregon.

3. Maintain marketing efforts to high schools and non-traditional students.
Response: Continued to provide visibility for Centralia College through the Admissions Team and participation in high school/college conferences, college fairs, SWW Fair, high school visitations, campus tours for prospective students and legislators, career fairs, leadership conference and college information nights. Worked with Workforce Training students giving campus tours and presenting pre-enrollment information. Noted that many former Running Start students who graduated from high school enrolled as matriculated Centralia College students.

C. Counseling/Career Center

1. Increase number of sections of Student Success Course (HDEV 150). Arrange training for additional faculty, and market class to vocational departments.
Response: Recruited another faculty member to teach course and helped to make arrangements for training at a regional workshop. Increased offerings of Student Success course to two sections per quarter. Offered a much successful Student Success II course for review and enhancement of skills.

2. Continue to offer the "Back to the Books Blockbuster" prior to each quarter.
   Response: Offered workshop prior to each quarter which was both well received and attended.

3. Improve scholarship information system; explore possibility of periodic "scholarship newsletter" to students/faculty.
   Response: Improved scholarship information system via Scholarship Notebook and request forms. Ordered scholarship software which should be installed by the end of Spring Quarter.

4. Develop a math anxiety workshop in collaboration with the Math Department (algebra/pre-algebra level).
   Response: Changed the focus with the change in Math faculty. Offered a Winter Quarter workshop on test anxiety.

5. Explore developing a specialized Sex Equity Project toward empowering people to consider non-traditional careers.
   Response: Unable to attain goal; will consider in the future.

D. Educational Talent Search
   1. Continue to work with the Chehalis Tribal representatives to serve local Native American students.
      Response: Contacted the Education Coordinator for the Chehalis Tribe and made referrals for educational assistance.

   2. Conduct a needs assessment of the Hispanic community in the service area.
      Response: Contacted ESL Instructors and provided information regarding postsecondary opportunities to students.

E. Financial Aid and Student Job Center
   1. Continue financial aid workshops on and off campus if funds are available.
      Response: Conducted workshops at the following high schools: Tenino, Rochester, Oakville, Mossyrock, Morton, White Pass, Winlock, Adna, W.F. West, and PeEll. Seven days and one evening workshops were offered on campus.

   2. Pursue implementation of an Employment Security pilot site on campus.
      Response: Received approval of the Co-location project and began operation in October 1993. An Employment Specialist is located in the Student Job Center and has access to "Jobnet", a computerized job search program. Provided workshops in the classroom about job skills, career development, resume preparation, etc. as requested.

F. Sports Programs
   1. Strengthen the ties between students, parents, Centralia College personnel, Board of Trustees, and the community in their support for the Centralia College Sports Programs.
      Response: Co-sponsored special recognition nights with free admissions to home games; Alumni Night and High School Student Night. Promoted Spaghetti Diner and Intra-squad scrimmages for the community to preview the teams ability. Co-sponsored Student Programs' "Recognition Night" and "Sports Hall of Fame" award night.

   2. Develop new ideas for promoting financial opportunities for business involvement through Booster Club activities to enhance Centralia College athletics.
      Response: Sponsored the Third Annual Golf Tournament which attracted over 160 golfers.

3. Induct new members into the Sports Hall of Fame and coordinate the Sports Banquet.
Response: Coordinated the committee that reviewed nominations and inducted four new members. Those inducted were: LeeAnn Johnson, women's basketball, field hockey, tennis 1968-70; Sara Zaikowski, women's field hockey, tennis, 1969-70; Toni Breckel, men's baseball, 1964-65 and 1968-69; and Gordon "Bud" Snaza, men's basketball 1949-50 and 1954-55, football 1950-51 and 1954-55.

G. Student Programs

1. Continue to work with community service agencies.
Response: Worked with Lewis County DWI Task Force, Community Mobilization Council, Lewis County Health Dept., and Planned Parenthood in sending a student to "Building a Vision" Conference; Lewis County Health Department in providing HIV Testing once a month; and Planned Parenthood to provide safer sex/safer choices workshops.

2. Provide substance abuse information as determined by CORE survey.
Response: Used this information to write for a Fund for the Improvement of Postsecondary Education (FISPE) Grant for a Drug Prevention Program. Presented this information to the Campus Council, Faculty, Student Government, and the President's Advisory Committee. This information will allow us to develop program events in the needed areas indicated by the survey.

3. Continue to plan and implement a broad base cultural and community activities.
Response: Gave Springfest a cultural theme. The theme is "Around the World in Four Days". Events taking place will be an international fashion show, a Turkish band, a steel drum band, cultural vendors, the cafeteria will be serving food from different cultures, and displays. Offered many programs which were open to the public including "On Stage" and the "Expressions" series.

H. Student Support Services

Continue to develop programs and activities related to special populations: women, students of color, physically or learning disabled students.
Response: Provided women students with information on scholarship and leadership opportunities (i.e. SSS student recipient of local Soroptomist scholarship third year in a row) and health care information specific to their gender needs. Continued to articulate the concerns of students of color through ongoing involvement with the college's Multicultural Committee, International Student Committee, Cultural Infusion Project, and represent the college at the statewide Multicultural Student Services Directors Council. Provided leadership to the CC Diversity Plan Work Group in gathering information on the college's enrollment, retention and completion patterns of students of color, and drafting a work plan to improve the experience of students of color at Centralia College. Consulted with and assisted the college's Special Needs Coordinator in providing accommodations for disabled students (i.e. providing students assistance with time management, paying for Recordings for the Blind textbooks). 12% of SSS students are individuals with physical or learning disabilities, while 74% of SSS students are women.

IV. Encourage and Support Professional Development of Faculty and Staff

A. Dean of Students

1. Continue to develop a Student Services Staff Development program.
Response: Held an all division Student Services retreat in August at The Evergreen State College focusing on communication and cultural awareness, and providing college updates

and discussing yearly plan. Planned additional follow-up sessions with Dr. Kuehn in April dealing with communication and teamwork topics.

2. Work closely with the individual Student Services managers to develop professional plans which meet specific goals and objectives.
   Response: Identified and discussed individual development opportunities to the extent that available resources and time would permit, staff were encouraged to pursue specific activities. Two managers are now pursuing academic degrees and a number of manager have attended specific workshops, conferences and training which meet their objectives for development.

B. Admissions and Records
   1. Provide opportunities for training and professional development activities for Admissions and Records staff.
      Response: Supported staff participation in Student Services in-service workshops, the communications workshop, the Computer Disappearing Task Force, the Sports DTF, the Invocation/Benediction DTF, screening committees, the College Council, the Advising Steering Committee, and various other campus committees. Staff have also been involved in state-wide groups such as the Running Start Advisory Group, AWISA and NAFSA for International Students, ICRC (the Inter-College Relations Commission), WACRAO (the admissions and registrars group), etc.

   2. Plan to visit another campus admissions/registration area to meet with counterparts and learn new and different ways to accomplish work-related goals that could be implemented at Centralia College.
      Response: Due to time constraints and travel limitations, the visitation was not made; however, communication did occur via telephone conversations regarding ways to provide better service to our students.

C. Counseling/Career Center
   1. Conduct periodic in-service sessions on specific topics.
      Response: Conducted experiential education in-service during Winter Quarter. Staff attended Career Development Training in Seattle.

   2. Prioritize travel plans of staff in terms of cost effectiveness and benefits to the Department.
      Response: Unable to reach agreement related to travel. Will continue to work on this issue.

D. Educational Talent Search
   1. Provide regular (quarterly) in-service training opportunities for ETS staff.
      Response: Participated in inn-service training related to financial aid assistance, activities for middle school students, services for disabled students, computers, and Tech Prep.

   2. Provided opportunities for ETS staff to attend conferences or training appropriate to their individual professional development plan.
      Response: Participated in conferences and training related to: Running Start, Tech Prep, Workforce Training, articulation and transfer, "Expanding Horizons", ETS and Sex Equity Grant writing workshops, "AmeriCorp Learn and Serve", WOIS, At Risk Youth, High School-College Relations, Northwest Association of Special Programs, and Student Success Strategies.

E. Financial Aid and Student Job Center

1. Continue to allow flexible work schedules in order for staff to pursue higher education.
   Response: Permitted flexible work schedules at the employee's request.

2. Continue to send staff to various workshops.
   Response: Supported staff attendance at the following professional workshops: "How To Handle People With Tact & Skill", "Dealing With Negativity", 94-95 Delivery Training, NWAAC meetings, NASFAA, NELA, ADA training, Spring WFAA, Winter FAC, annual WSASEA, learning SAFERS at CTC, on-campus communications workshops, and hosted teleconference about Reauthorization sponsored by the Office of Education.

F. Handicapped and Special Needs Program

1. Continue to encourage college staff members to learn sign language.
   Response: Encouraged professional development; one faculty member did take a quarter of sign language and two interpreters are in the interpreter training program at SPSCC.

2. Continue to support training opportunities for interpreters.
   Response: Found funding for two workshops from Carl Perkins funds for four interpreters working with vocational students. Will ask for funding for one more workshop this school year. Ordered and used training tapes from Regional Resource Center on Deafness for interpreters and office staff.

3. Offer a workshop during in-service days for faculty working with learning disabled students.
   Response: Not completed.

G. Sports Programs

Continue to assess the present programs/activities to assure that all Sports Program staff possess the competency, skills and knowledge base to assist in informing students, the campus and community in providing high quality information and services.
Response: Participated in mandatory meetings of the NWAACC sponsored by the Officials Association to ensure knowledge of basic rule changes in the respected area. Attended various clinical sports strategies workshops held in Washington and Oregon sponsored by various college and professional groups, as well as vendors of sports equipment and supplies.

H. Student Programs

1. Encourage support staff to attend training provided by campus.
   Response: Encouraged staff to spend time in the Teaching and Learning Center.

2. Provide training for club/organization advisors.
   Response: Unable to do this year. Carry over into next year.

I. Student Support Services

1. Develop a professional development plan for each staff person.
   Response: Discussed professional development plans with each staff member, and written plans are still in the process of being finalized.

2. Provide training opportunities according to each individual plan and program goals.
   Response: Supported staff participation in training opportunities such as the Student Services Retreat, Northwest Association of Special Programs Fall Conference, Student Success Strategies Conference, Advisors training at the University of Washington, "Total Quality Management" workshop, Supervision and Communication workshops,

"Communicating Across Cultural Differences" teleconference, "Brief Therapy For Depression" training, and Becoming a Master Student Teacher In-Service.

V. Promote a Positive Campus Environment

A. Dean of Students

1. Assist in the identification of strengths and weaknesses of the college and the means to achieve higher standards of performance.
   Response: Assisted the Interim Dean of Instruction in identification of specific areas of concern facing the college in an effort to improve services and instructional programs. Promoted teamwork among the Deans and other areas of the campus to increase standards of performance. Served as a resource and an advocate for participatory management during the planning and implementation of the College Council.

2. Promote a supportive, caring attitude in dealing with students and staff.
   Response: Welcomed and encouraged a working relationship with Interim Dean of Instruction and the new Dean of Administrative Services through a variety of specific actions. Promoted closer working relationships with the staff in Instruction and Student Services. Promoted better cooperation between all service programs. Focused attention on the needs of students and means of improving services by implementing an Entry Center Task Force.

B. Admissions and Records

1. Communicate with staff in a timely manner of new developments and activities.
   Response: Informed staff through written and verbal communication, routing information and meeting with staff members.

2. Participate in campus activities and committees.
   Response: Supported staff participation in eight campus and state-wide committees and the Director has participated on 27 campus and state-wide committees and has chaired five campus committees.

3. Improve communication links with other college departments.
   Response: Participated on voluminous numbers of committees involving all campus constituents and departments. Have made increased efforts to forge links with the Instructional area.

C. Counseling/Career Center

1. Improve liaison relationship with instructional divisions.
   Response: Attended division meetings when schedules permitted. Served on Running Start Steering Committee and worked with division.

2. Increase collaboration with ETS/SSS staff, sharing resources, and including them in in-service sessions when appropriate.
   Response: Attended meetings, drew up plans and drawings for Entry Center Proposal. Shared career materials with ETS, and included the Transfer Coordinator in Advising Committee meetings.

D. Educational Talent Search

1. Participate in campus committees and activities related to project goals.
   Response: Supported staff participation on the Student Employment Committee,

Communications Committee, Student Services Cabinet, Running Start Committee, External Funding Committee, Management Action Committee, Committee on Committees, and Entry Center Committee.

2. Coordinate faculty teacher in-service training for improved articulation of curriculum.
   Response: Collaborated with two teachers from Rochester Middle School who attended the Math Equals training at Portland State University to provided in-service training for ETS staff and Rochester teaching staff. Sessions offered were "The Impact of Running Start", a Round Table for high school English teachers; "Career Counseling for Change: Helping Students Transition from School to Work", a workshop devoted to counselor's changing role; a Special Needs workshop; and "Expanding Horizons".

E. Financial Aid and Student Job Center
   1. Work closely with Counseling and Student Support Services to eliminate student barriers.
      Response: Continued to have close working relationship with both departments. The Financial Aid Appeals Committee has representation from each. Provide classroom workshops on a variety of subjects as requested.

   2. Meet the needs of faculty for student workers in a timely manner.
      Response: Considered faculty and student's needs in the Student Employment Task Force recommendations that will offer changes which should enhance work programs. This year, the Student Job Center solicited additional jobs for Winter and Spring quarters.

   3. Continue to be sensitive to other departments who are impacted by the financial aid department.
      Response: Communicated and continued good working relationship with Counseling, Admissions, Cashiering, Business Services, Payroll, Personnel, ETS, and SSS.

F. Handicapped and Special Needs Program
   1. Continue to value the uniqueness of every individual on campus.
      Response: Continued to promote the idea of including students with disabilities in discussions about diversity. Encouraged faculty to treat students with disabilities as they would any other student especially if the student is not showing responsibility for their own learning.

   2. Continue to monitor equipment, both in the Special Needs Office inventory and elsewhere on campus, to assure that it is working when the student needs it.
      Response: Monitored equipment on a regular basis and requested repairs when needed.

G. Sports Programs
   1. Continue to schedule weekly meetings with coaches.
      Response: Evaluated and met on a weekly basis to discuss code book and eligibility requirements. Discussed new fund raising ideas.

   2. Serve on college and professional committees.
      Response: Served as athletic commissioner and basketball committee chair for NWAACC Association. Participated on MAC, Student Services Cabinet, DTF for Sports Programs, and S & A budget Committee.

H. Student Programs
   1. Coordinate more programs with other areas of the campus.
      Response: Worked with the Drama and Music Department to put on Corbet Series; Sport Programs to provide Student Funded Programs Night at Basketball game on Feb. 9; Food

Services to provide two on-campus barbecues; and the International Student Programs Coordinator to develop a cultural atmosphere for "Springfest".

2. Support program activities that promote pride in Centralia College.
Response: Assisted, when possible, in the advertisement of campus events.

I. Student Support Services

Coordinate more programs with other areas of the campus.
Response: Participated in many campus activities and committees including: Advising Steering, Multicultural, Financial Aid Appeals, Diversity Plan Work Group, International Students, Cultural Infusion Project, Assessment, College Council, Orientation, Student Services Cabinet, Management Action Council, Entry Center Proposal Work Group, Recycling, Structure and various screening committees. Staff work closely and cooperatively with all Student Services areas.

VI. Provide Effective Administrative Leadership

A. Dean of Students

Create an awareness of the needs of students and advocate for their needs.
Response: Advocated for student needs with all college groups specifically focusing on the needs of International Students, Workforce Training students, Special Needs students, students utilizing the Job Center and the entering students.

B. Admissions and Records

1. Serve on college and state-wide professional committees.
Response: Refer to #2 above.

2. Provide leadership and resources for campus committees and task forces.
Response: Refer to #2 above. Provided staff and college data as resources for campus committees and task forces.

3. Develop written goals and objectives for Admissions and Records Office.
Response: Completed written goals and objectives in the Spring of 1993.

C. Counseling/Career Center

1. Conduct regular (weekly) staff meetings.
Response: Continued to conduct weekly staff meetings.

2. Schedule periodic breakfast meetings for staff.
Response: No response.

D. Educational Talent Search

1. Provide regular (quarterly) in-service training opportunities for ETS staff.
Response: Participated in in-service training related to financial aid assistance, activities for middle school students, services for disabled students, computers, and Tech Prep.

2. Provided opportunities for ETS staff to attend conferences or training appropriate to their individual professional development plan.
Response: Participated in conferences and training related to: Running Start, Tech Prep, Workforce Training, articulation and transfer, "Expanding Horizons", ETS and Sex Equity Grant writing workshops, "AmeriCorp Learn and Serve", WOIS, At Risk Youth, High

School College Relations, Northwest Association of Special Programs, and Student Success Strategies.

E. Financial Aid and Student Job Center

1. Evaluate the effectiveness of the newly formed Appeals Committee.
   Response: Formed an Appeals Committee consisting of a Counselor, SSS staff, and academic and basic skills faculty members; in the process of defining process and setting parameters and procedures. For example, the Committee is in favor of a reduced credit load rather than suspending financial aid completely.

2. Continue to look for ways to streamline staff workload.
   Response: Increased the hourly position to a full-time Program Assistant I position. The Student Job Center will implement "self referral" procedures for the 94-95 academic year. Student files are awarded on a weekly basis and "assembly line" type processes have been implemented during peak awarding periods.

3. Provide an environment conducive to staff and allow concerns to be shared openly.
   Response: Held weekly meetings where staff shared concerns, provided positive feedback to team members and ask for assistance. The Director maintains an open door policy.

F. Handicapped and Special Needs Program

Continue to ask for a budget that better reflects the cost of providing the services mandated by law.
Response: Continued to seek appropriate funding for services by requesting funds from other sources.

G. Student Programs

1. Continue working with colleagues to create more of a team atmosphere on campus.
   Response: Working on open communication with colleagues by being more personal and either talk to people in person or on the phone instead of E-mail, responding quickly to phone calls or requests, and communicating my concerns or ideas.

2. Take more of a leadership role in the development of student success.
   Response: Provided several students the opportunity to attend leadership workshops. Encouraged students to get involved by making classroom presentation.

3. Develop a Student Employee Handbook.
   Response: Developed student employee, activities board, and senate handbooks. These handbooks contained information in regards to the role of Student programs and its goals, organizational charts, campus policies, how to use the phone system, safety, performance evaluations, and then specific information in regards to that position.

H. Student Support Services

1. Evaluate program activities and services against stated objectives, quarterly, and annually.
   Response: Evaluated all program activities and services at bi-monthly staff meetings and reports are made monthly to the Dean of Students. Send program evaluation to all SSS students in early March. Formed a SSS Participants Advisory Committee during Winter Quarter, met twice, and plans to meet twice a quarter to provide feedback and ideas to SSS staff.

2. Research, plan and implement new activities which support student retention, graduation, and transfer.
   Response: Worked this year on an Entry Center proposal to better coordinate services to students, especially combining transfer and career information from SSS and the Counseling Center. Provided worksheets to college advisors on the latest transfer information from regional colleges/universities. Formed a SSS Participants Advisory Committee to provide new ideas on improving student retention. Conducted a tutoring usage survey and developing a system to track the GPA improvement in students who request and utilize the program's tutoring services.

1. Continue working with colleagues to create more of a team atmosphere on campus.
   Response: Working on open communication with colleagues by being more personal and either talk to people in person or on the phone instead of E-mail, responding quickly to phone calls or requests, and communicating my concerns or ideas.

2. Take more of a leadership role in the development of student success.
   Response: Gave several students the opportunity to attend leadership workshops. Encouraged students to get involved by making classroom presentation.

3. Develop a Student Employee Handbook.
   Response: Developed a student employee handbook, activities board handbook, and a senate handbook. These handbooks contained information in regards to the role of Student Programs and its goals, organizational charts, campus policies, how to use the phone system, safety, performance evaluations, and then specific information in regards to that position.

VII. Continue to Develop and Refine Computer-Aided Systems

(additional goal established by Student Services)

A. Dean of Students

Support and encourage new computer services which provide a higher level of service to students.
Response: Increased computer support and/or improvement in services was noted in Financial Aid, Admissions/Records, Student Programs, Counseling and the Student Job Center. Provided advocacy to establish a system which would prioritize the delivery of services from Computer Services.

B. Admissions and Records

1. Continue to provide assistance to Computer Center in pilot-testing modules from CTC.
   Response: Completed student outcomes tracking test pilot for the CTC.

2. Plan, develop, and implement the Admissions Module.
   Response: Delayed due to increased workload with high enrollments, new programs such as Running Start and Workforce Training tracking. The plan is to consult other colleges who are using the Admissions Module to see how it would fit our plan.

3. Investigate stream-lining of paperwork involved with registration with cooperation from Business Office.
   Response: Have been working with the Business Office to eliminate the 3-part registration form as a cost-saving measure for the college. Staff efficiency would also be improved.

4. Encourage staff training on "PageMaker", spread sheets, etc.
   Response: Encouraged staff to utilize the Teaching and Learning Center. Need to specify time for training on Microsoft Works 3.0. Summer, 1994 appears to be the most appropriate time.

5. Investigate use of pre-requisite checking.
   Response: In progress.

C. Counseling/Career Center

Provide on-going training for student aides and staff to maximize effectiveness of SIGI Career Software.
Response: Gave two 2 SIGI and one WOIS workshop for student aides, and gave one SIGI workshop to faculty.

D. Educational Talent Search

1. Continue to refine project database system and procedures.
   Response: Encouraged and supported the Office Assistant to develop skills for use of the Student Management System, "PageMaker", and other capabilities.

2. Maintain computer linkage with East County Center.
   Response: Combined the East County Center and Centralia College office facilities to provide a more effectively managed program.

E. Financial Aid and Student Job Center

1. Implement the initial application and process corrections to the financial aid/Pell information electronically.
   Response: Implemented the Electronic Student Aid Reports (ESARs). Developed procedure for both initial and correction applications.

2. Develop procedure to process renewal Pell applications electronically.
   Response: Installed electronic renewals software but due to staff shortages and new assignments, like Workforce Training, it was not implemented. Discussions are still taking place as to staffing requirements which would allow students to enter their own financial information electronically.

3. Develop a tracking system which monitors student employee pay increases.
   Response: Recommended a one-pay rate (an increase to $4.90 per hour) for all student workers except A-Team staff, the wage increase was effective October 1993. This eliminated the need to monitor wage increases.

F. Handicapped and Special Needs Program

1. Automate accessibility to data on students and learn to use a system that can make contact with students with disabilities easier.
   Response: Not accomplished.

2. Continue to update and maintain computerized inventory control.
   Response: Monitored inventory on a weekly basis. Asked students to return equipment quarterly for maintenance purposes.

G. Student Programs

Increase the number of people in area that know PageMaker and spreadsheet programs.
Response: Encouraged support staff and students to learn "Print Shop," spreadsheets, and one also learned "PageMaker".

H. Student Support Services

1. Implement new project database developed for TRIO programs.
   Response: Implementation of the new TRIO database model has been delayed until a Macintosh version is available, anticipated Spring or Fall 1994.

2. Conduct comparison of SSS student progress with Centralia College and state data related to student retention, graduation, and transfer.
   Response: Identified college and state community college reports which can be analyzed against SSS student data regarding retention, graduation and transfer through work on the College's Diversity Work plan. SSS students have a higher percentage for retention during their first two quarters than regular Centralia College students and students in the statewide community college system as a whole.

STUDENT SERVICES
GOALS FOR 1994-95

I. Maintain High Standards of Instruction

A. Dean of Students
1. Continue to assist in the identification and development of courses and services which maintain a quality level of instruction.
2. Work closely with the new Dean of Instruction, faculty and staff to identify and address barriers to student success.

B. Admissions and Records
1. Enhance the quality of instruction by extending support services; i.e. Advising Handbook, Academic Assistance Alert, Degree Audit.
2. Communicate enrollment data and student demographics to College Council.
3. Serve on campus committees related to Instruction.

C. Educational Talent Search
1. Provide services to 1000 ETS participants including middle school and high school youth and adults returning to school.
2. Continue to develop the curriculum for high school students in conjunction with the middle school curriculum.

D. Financial Aid and Student Employment
1. Develop master calendar so that staff and students better understand peak times and to coordinate workloads in both Financial Aid and Student Job Center offices more effectively.
2. Examine the impact of the State Postsecondary Review Entity (SPRE) on the college as a whole (audits, accreditation, curriculum).
3. Continue to offer workforce training and financial aid workshops in targeted classes.
4. Conduct work/search activities, resume writing, interviewing techniques, etc. as requested.

E. Handicapped and Special Needs Program

Continue to educate and support faculty, who have special needs students in their classes, with ideas that will help them teach their class and not compromise their standards while accommodating the student's needs.

F. Sports Programs
1. Continue to improve academic tracking system on all student athletes.
2. Continue to develop coordinative support programs with other areas on campus for high risk students who need additional academic assistance.

G. Student Programs
1. Research Student Development Models.
2. Increase "Classroom Connections" Series.

H Student Support Services
1. Provide academic support services which promote retention, graduation, and transfer of students.
2. Provide academic assistance for completion of basic skills.
3. Provide cultural enrichment activities which support classroom achievement.

II. Meet the Needs of Students Through Enhanced Support Services

A. Dean of Students
1. Develop and implement plans which address the Entry Center Task Force's recommendations as is deemed appropriate by the institution.
2. Develop an office of International and Multicultural Programs which address the needs of our international students and students of color and assists the institution in developing diversity awareness/training programs.
3. Continue to refine and develop the services offered through the Student Job Center.

B. Admissions and Records
1. Participate in development of the new Student System Redevelopment Project coordinated by the CTC.
2. Develop a plan for implementation of the new Student System.
3. Implement mandatory orientation for Running Start students and their parents and/or guardians.
4. Participate on the Calendar DTF for planning a biennium calendar.
5. Continue to train faculty on use of SMS system and degree audit.

C. Counseling/Career Center
1. Develop intake process flow-charts clarifying roles and functions of office staff, Vocational Resource Advisor, and Counselors: who goes where and why? What screening questions facilitate best referrals?
2. Develop a cross-reference guide for students to connect identified skills with SIGI job titles (especially effective with vocational students).
3. Improve self-service transfer guides and information sources in collaboration with the Student Support Service's Transfer Coordinator.
4. Establish a mid-quarter Running Start Intervention Project to improve success rate.
5. Provide counselors to assist students during open registration.

D. Educational Talent Search
1. Conduct a conference for middle school students.
2. Provide services to students according to the individual Learning Assistance Plan.
3. Implementation of the Portable High Tech Counseling Center (PHTCC).

E. Financial Aid and Student Employment
1. Continue to process applications in a timely manner.
2. Develop and implement an Emergency Loan Program.
3. Evaluate how the National & Community Service Act will impact State Work Study placements.
4. Implement the process to identify on campus Federal Work Study positions that meet the 5% community service requirement.
5. Begin to analyze the impact of Direct Loan on institutional impact.

F. Handicapped and Special Needs Program
1. Continue to have the Special Needs Office open and staffed at hours that are convenient to regular day students.
2. Continue to provide services to students in the summer by appointment.
3. Provide evening office hours two nights a week during the first two weeks of each quarter.

G. Sports Programs
1. Continue to offer quality programs in the four sports offered at Centralia College.

2. Research the feasibility of adding more intercollegiate sports for females.
3. Evaluate and review existing intercollegiate athletic programs.
4. Explore ways to improve study table sessions by utilizing tutors for student-athletes.

H. Student Programs
1. Increase awareness of substance abuse prevention.
2. Assess activity needs of students.

I. Student Support Services
1. Work with the Title III Writing Coordinator, the College Peer Tutor Coordinator and the College's education staff to modify EDUC 215 to become a comprehensive tutor training course for all the College's tutors.
2. Expand the SSS Writing Center to accommodate all students needing writing assistance by moving to the Batie Science Center, acquiring more computer support, and increasing tutoring hours.
3. Implement a process to track grade improvement in courses tutored.

III. Develop and Market Educational Programs in Response to Community Needs

A. Dean of Students
1. Reactivate and support the Enrollment Management Committee. Advocate for programs which strengthen the college's recruitment and retention efforts.
2. Work with the Instructional Office to redesign curricular offerings which better meet the needs of students.

B. Admissions and Records
1. Enhance marketing efforts to high schools, non-traditional students and students of color.
2. Participate in student development projects to promote student success.

C. Counseling/Career Center
1. Increase the number of sections of Student Success Course (HDEV 150).
2. Develop "Learning Community", linking Student Success Course with HDEV "American Culture Class" for International students.
3. Improve scholarship information system, implement Scholarship Search Software.
4. Collaborate with new emerging grant programs.
5. Develop and offer one-hour workshops on SIGI, WOIS, and Career Center materials, and identify work skills (Dependable Strengths).

D. Educational Talent Search
1. Continue to develop outreach and services to women in the community.
2. Continue to provide financial aid workshops in conjunction with the Financial Aid department to target schools.
3. Develop a comprehensive marketing effort to inform the community about the ETS program.

E. Financial Aid and Student Employment
1. Continue to offer financial aid workshops at local high schools and community centers.
2. Look at the possibility of implementing an Individual Educational Plan for student aid recipients.
3. Coordinate with campus departments and community agencies for Workforce Training needs of student participants.

4. Include State Work Study students for consideration in the "Student Employee of the Quarter" program.

F. Handicapped and Special Needs Program
1. Work with special education instructors at the high school level to facilitate a smooth transition to college for students.
2. Work with agencies to create a smooth transition from school to work.

G. Sports Programs
1. Continue to strengthen the ties between students, parents, Centralia College personnel, Board of Trustees, and the community in their support for the Centralia College Sports Programs.
2. Continue to develop new ideas for promoting financial opportunities for business involvement through Booster Club activities to enhance Centralia College athletics.
3. Induct new members into the Sports Hall of Fame and coordinate the Sports Banquet.

H. Student Programs
1. Implement evaluation process of "Expression Series" to meet audience needs.
2. Work with community agencies to develop a substance abuse prevention program.

I. Student Support Services
1. Work with Special Services office and faculty to facilitate access and provide accommodations for the needs of students with disabilities.
2. Expand work with community agencies to co-sponsor activities and events.

IV. Encourage and Support Professional Development of Faculty and Staff

A. Dean of Students

Continue to promote and support development activities for all members of the Student Services Division.

B. Admissions and Records
1. Provide opportunities for training and professional development activities for Admissions and Records staff.
2. Coordinate visitation to another community college to meet with counterparts and find new ways to accomplish work-related goals.
3. Support and encourage staff training on computerized systems and software. Support additional training requests.

C. Counseling/Career Center
1. Establish career development mentoring linkage between Vocational Resource Advisor and Counselor.
2. Support the development of experiential education resources for HDEV and other faculty.
3. Support new part-time Counselor's training to become a group leader for Cispus Challenge Course.

D. Educational Talent Search
1. Provide in-service training opportunities to ETS staff.
2. Provide opportunities for program staff to attend conferences or training appropriate to individual professional development plans.

E. Financial Aid and Student Employment
1. Continue to send staff to various professional and enrichment workshops/seminars.
2. Encourage staff to continue their postsecondary education.

F. Handicapped and Special Needs Program.
1. Promote a training session during fall in-service on the ADA and provide accommodation for special needs students.
2. Continue to provide training tapes from RRCD to improve signing skills of all staff.

G. Sports Programs
Continue to assess the present programs/activities to assure that all Sports Program staff possess the competency, skills and knowledge base to assist in informing students, the campus and community in providing high-quality information and services.

H. Student Programs
1. Provide training for student funded programs' advisors.
2. Develop handbook for student funded programs' advisors.

I. Student Support Services
1. Encourage staff to develop individual professional development plans.
2. Make available training opportunities for individual staff members.
3. Organize cross-training of program staff.

V. Promote a Positive Campus Environment

A. Dean of Students
1. Work closely with all areas of the college environment to create a collegial environment based on trust and respect.
2. Actively participate on the College Council, ensuring that the Student Services staff are well informed of issues and are encouraged to participate in the decision-making process.

B. Admissions and Records
1. Participate in campus activities and on campus committees.
2. Continue to improve communication links between other college departments.

C. Counseling/Career Center
1. Restructure counselor liaison linkages with instructional divisions.
2. Offer portable challenge events to various campus personnel and students.

D. Educational Talent Search
1. Continue to participate in campus committees and activities.
2. Develop a working relationship with other college departments to meet program goals.
3. Develop a comprehensive marketing effort to inform the campus about the ETS program.

E. Financial Aid and Student Employment
1. Continue to work closely with campus departments to eliminate student barriers.
2. Continue to be sensitive to other departments which are impacted by the financial aid department.
3. Keep faculty and supervisors informed of financial aid changes, Satisfactory Academic Progress Standards, Student Job Center changes (i.e. self referrals).

F. Handicapped and Special Needs Program
1. Continue to send a letter of introduction from the Special Needs Office each quarter to new students who have declared that they have a disability on their registration form.
2. Continue to encourage the cultural diversity groups on campus to recognize the different cultural values of deaf students.

G. Student Programs
1. Recognize student funded programs for their accomplishments.
2. Increase advertising of campus events.

H. Student Support Services
1. Encourage program staff to each serve on at least one major college committee to facilitate a positive college climate representing the interests of first generation, low income and disabled students.
2. Continue collaborative efforts with other college departments.

VI. Provide Effective Administrative Leadership

A. Dean of Students
1. Work closely with all areas of the college to ensure that student needs are clearly understood and addressed. Promote a student-centered approach to decision making.
2. Work closely with the new Dean of Instruction to ease his/her transition to the college and identify issues which will strengthen curricular/service offerings.

B. Admissions and Records
1. Provide leadership and resources for campus committees and task forces.
2. Develop written goals and objectives for the Admissions and Records Office.
3. Serve on college and state-wide professional committees.

C. Counseling/Career Center
1. Develop and implement experiential and other types of comprehensive training for student aides.
2. Change focus of criteria for selecting student aides.

D. Educational Talent Search
1. Report results of project outcomes to campus and community.
2. Conducted staff meetings in TQM format.
3. Develop annual ETS planning meeting.
4. Encourage ETS program to work as self-directed work teams.

E. Financial Aid and Student Employment
1. Encourage self discovery through assessment instruments and introduce team building techniques.
2. Create and complete one section of a Procedures Manual.

F. Handicapped and Special Needs Program
1. Continue to look for other funding sources for the Special Needs Program.
2. Continue to learn about different disabilities and how to accommodate them in a classroom setting.

G. Sports Programs
1. Continue to schedule weekly meetings with coaches.
2. Serve on college and professional committees.

H. Student Programs
Further professional development.

I. Student Support Services
1. Establish new strategies to ensure full financial need of SSS students is met.
2. Continue to implement TQM principles within the SSS program.

VII. Continue to Develop and Refine Computer-Aided Systems

(additional goal established by Student Services)

A. Dean of Students
Identify areas where computer support and equipment can be enhanced in the Student Services areas.

B. Admissions and Records
1. Participate in redevelopment project for enhanced computerization in community college system.
2. Plan for and implement the new system to enhance services to students.

C. Counseling/Career Center
1. Implement new career guidance software "Career Finder" for use with Vocational Biographies.
2. Implement new scholarship software system.

D. Educational Talent Search
1. Research lap top portable computer software to be used in the target schools for career assessment purposes.
2. Investigate possibility of improving student tracking and student analysis capabilities.

E. Financial Aid and Student Employment
1. Update computers and systems.
2. Look at new ways of accessing student information (data express, etc.)

F. Handicapped and Special Needs Program
1. Purchase and maintain additional lap-top computers as needed and as funds are available.
2. Learn to do mail merge so communicating with clients is easier.

G. Student Programs
1. Update computer systems to hold new programs.
2. Learn new programs.

H. Student Support Services
1. Implement new project database developed for TRIO programs.
2. Encourage staff to further develop computer literacy skills especially in areas of retention tracking.

ADDENDUM

It should be noted that a separate annual report is published which addresses the specific accomplishments of the faculty and staff of the Garrett Heyns Education Center at the Washington Correction Center near Shelton, Washington. Other reports are available which provide information about the accomplishments of college related programs funded through grants and contracts. Additional sources of evaluative material such as the accomplishments of the Board of Trustees and other aspects of the college are available from the office of the President.